**Board of Education**
**Darien, Connecticut**

# TUESDAY, OCTOBER 4, 2016
# SPECIAL MEETING OF THE BOARD OF EDUCATION

**PLACE:**
## DARIEN PUBLIC SCHOOLS' ADMINISTRATIVE OFFICES 2nd FLOOR CONFERENCE ROOM 7:00 P.M.

1. Call to order
2. Executive session for the purpose of discussing attorney/client communication
3. Adjourn to public session

# REGULAR MEETING OF THE BOARD OF EDUCATION TUESDAY, OCTOBER 4, 2016

**PLACE:**
## DARIEN PUBLIC SCHOOLS' ADMINISTRATIVE OFFICES MEETING ROOM 7:30 P.M.

## TENTATIVE AGENDA

| | | | |
|---|---|---|---|
| 1. | Call to Order…… | Mr. Michael A. Harman | 7:30 p.m. |
| 2. | Chairperson's Report……. | Mr. Harman | |
| 3. | Public Comment…….. | Mr. Harman | |
| 4. | Superintendent's Report……. -National Merit Semi-Finalists | Dr. Dan Brenner | 7:45 p.m. |
| 5. | Approval of Minutes……. | Board of Education | |
| 6. | Board Committee Reports…….. | Mr. Harman | |

**REGULAR MEETING OF THE BOARD OF EDUCATION**
**TUESDAY, OCTOBER 4, 2016**

7. Presentations/Discussions

a. Presentation by Reiss…….. Dr. Susie Da Silva
Fund Scholarship
Recipients

b. Report on Testing -…… Dr. Da Silva/
SAT, ACT, AP Mr. Marc Marin

c. Discussion and Action……. Dr. Da Silva/
on Proposed Darien Mrs. Ellen Dunn/
High School and Ms. Shelley Somers
Middlesex Field Trips

d. Presentation and Dis-..……Ms. Marjorie Cion/
cussion on Class Size Dr. Brenner
Recommendations

e. Further Discussion and….. Mr. Michael Feeney
Possible Action on Student
Activity Fundraising
Guidelines

f. Discussion and Action…….Mr. Feeney
on Return of 2015-16
F/Y Unused Funds to
the Town

g. Discussion and Possible….Mr. Feeney
Action on Amendment
to the Darien Public
Schools' 403(b)
Retirement Plan

h. Preliminary Discussion….. Dr. Brenner
of 2017-18 Budget
Meeting Calendar

**REGULAR MEETING OF THE BOARD OF EDUCATION**
**TUESDAY, OCTOBER 4, 2016**

8. Action Items

a. Personnel Items…….. Ms. Cion 9:30 p.m.
i. Teacher Appointments
ii. Resignations

9. Public Comment……. Mr. Harman

10. Adjournment……. Mr. Harman

DB:nv
September 29, 2016

**APPROVED**

# REGULAR MEETING OF THE BOARD OF EDUCATION
## Tuesday, September 6, 2016

**PLACE:**
**DARIEN PUBLIC SCHOOLS**
**ADMINISTRATIVE OFFICES**
**BOARD OF EDUCATION CONFERENCE ROOM**
**7:30 P.M.**

**BOARD MEMBERS PRESENT:**

| | *Burke* | *Dineen* | *Hagerty-Ross* | *Harman* | *Martens* | *McNamara* | *Stein* | *Sullivan* | *Zuro* |
|---|---|---|---|---|---|---|---|---|---|
| Present | | ✓ | ✓ | ✓ | | ✓ | | ✓ | ✓ |
| Absent | ✓ | | | | ✓ | | ✓ | | |

**ADMINISTRATION PRESENT:**
*Dr. Brenner, Dr. DaSilva, Ms. Klein, Ms. Cion, and Mr. Feeney.*

**AUDIENCE:** *Approximately 25*

1. Call to Order — Mr. Harman, Chair, at 7:34 p.m. (0:00)
2. Chairperson's Report — Mr. Harman at 7:34 (0:00)
3. Public Comment — Mr. Harman at 7:36 (0:02)
4. Superintendent's Report — Dr. Brenner at 7:36 (0:02)
5. Approval of Minutes — Board of Education at 7:41 (0:07)

**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION HELD ON AUGUST 23, 2016:**
**1st** *Ms. Sullivan*
**2nd** *Mr. Dineen*

| | *Burke* | *Dineen* | *Hagerty-Ross* | *Harman* | *Martens* | *McNamara* | *Stein* | *Sullivan* | *Zuro* |
|---|---|---|---|---|---|---|---|---|---|
| Yes | | ✓ | | ✓ | | | | ✓ | |
| No | | | | | | | | | |
| Abstain | | | ✓ | | | ✓ | | | ✓ |

***Result - Motion passed Unanimously (3-0-3)***

**MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON AUGUST 23, 2016:**
**1st** *Ms. Sullivan*
**2nd** *Mr. Dineen*

| | *Burke* | *Dineen* | *Hagerty-Ross* | *Harman* | *Martens* | *McNamara* | *Stein* | *Sullivan* | *Zuro* |
|---|---|---|---|---|---|---|---|---|---|
| Yes | | ✓ | | ✓ | | | | ✓ | |
| No | | | | | | | | | |
| Abstain | | | ✓ | | | ✓ | | | ✓ |

***Result - Motion passed Unanimously (3-0-3)***

6. Board Committee Reports — Mr. Harman 7:42 (0:08)

## PRESENTATIONS AND DISCUSSIONS

7. a. Report on Summer School and ESY Programs 2016 — Ms. Schultz, Mr. Power, Ms. Klein 7:43 (0:09)

b. Discussion and Action on Proposed US-China Exchange Field Trip — Dr. DaSilva at 8:00 (0:26)

**MOTION TO APPROVE THE PROPOSED US-CHINA EXCHANGE FIELD TRIP:**
**1st** *Ms. Sullivan*
**2nd** *Ms. Zuro*

| | *Burke* | *Dineen* | *Hagerty-Ross* | *Harman* | *Martens* | *McNamara* | *Stein* | *Sullivan* | *Zuro* |
|---|---|---|---|---|---|---|---|---|---|
| Yes | | ✓ | ✓ | ✓ | | ✓ | | ✓ | ✓ |
| No | | | | | | | | | |
| Abstain | | | | | | | | | |

***Result - Motion passed Unanimously (6-0-0)***

c. Update on Summer Facility Projects — Dr. Brenner at 8:04 (0:30)

d. Discussion and Action on 2015-2016 Final Year End Financial Report and Comparative Review of 2015-2016 and 2016-2017 Budgets — Mr. Feeney at 8:14 (0:40)

e. Further Discussion and Possible Action on Board Master Agenda for August 2016 - January 2017 — Dr. Brenner at 8:21 (0:47)

## ACTION ITEMS

8. Action Items
   a. Personnel Items — Ms. Cion at 8:28 (0:54)
      i. Teacher Appointments
      ii. Resignations

**MOTION TO ADOPT THE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED SEPTEMBER 6, 2016:**
**1st** *Ms. McNamara*
**2nd** *Mr. Dineen*

| | *Burke* | *Dineen* | *Hagerty-Ross* | *Harman* | *Martens* | *McNamara* | *Stein* | *Sullivan* | *Zuro* |
|---|---|---|---|---|---|---|---|---|---|
| Yes | | ✓ | ✓ | ✓ | | ✓ | | ✓ | ✓ |
| No | | | | | | | | | |
| Abstain | | | | | | | | | |

***Result - Motion passed Unanimously (6-0-0)***

9. Public Comment Mr. Harman at 8:28 (0:54)

*Ms. Shelly Skoglund – 139 Leroy Ave*

10. Adjournment Mr. Harman at 8:28 (0:54)

**MOTION TO ADJOURN:**
**1st** *Ms. Sullivan*
**2nd** *Mr. Dineen*

| | *Burke* | *Dineen* | *Hagerty-Ross* | *Harman* | *Martens* | *McNamara* | *Stein* | *Sullivan* | *Zuro* |
|---|---|---|---|---|---|---|---|---|---|
| Yes | | ✓ | ✓ | ✓ | | ✓ | | ✓ | ✓ |
| No | | | | | | | | | |
| Abstain | | | | | | | | | |

***Result - Motion passed Unanimously (6-0-0)***

Meeting adjourned at 8:28 p.m.

Respectfully submitted,

Sarah Schneider Zuro
Secretary

| | | | | |
|---|---|---|---|---|
| | **Proposed Field Trips - High School** | | | |
| | | | | |
| **Event** | | **Date** | | **Location** |
| | | | | |
| Yale University Model Congress | | December 1-4, 2016 | | Yale, New Haven |
| | | | | |
| Harvard Model United Nations | | January 26-29, 2017 | | Boston, MA |
| | | | | |
| DHS Music Dept. (Concert Choir/Chamber Choir Adv.) | | February 16-20, 2017 | | Orlando, FL |
| | | | | |
| No. Amer. Invitational Model UN Conference | | February 16-19, 2017 | | Washington, DC |
| | | | | |
| Harvard Model Congress Conference | | February 22-26, 2017 | | Boston, MA |
| | | | | |
| Ski Trip to Stowe, VT | | March 10-12, 2017 | | Stowe, VT |
| | | | | |
| Eagle Model UN Conference | | March 17-19, 2017 | | Boston, MA |
| | | | | |
| China Exchange | | March 31- April 20, 2017 | | Qingdao, Xi'an and Beijing, China |
| | | | | |
| Shell Eco-Marathon | | April 26-30, 2017 | | Detroit, MI |
| | | | | |
| DECA International Career Development Conference | | April 26-29, 2017 | | Anaheim, CA |
| | | | | |
| National Quiz Bowl Championships | | May 26-28, 2017 | | Atlanta, GA |

# DARIEN PUBLIC SCHOOLS
# SPECIAL FIELD TRIP
# REQUEST FORM

**Trips Beyond 500 Miles, or Outside the U.S.**

**(Board of Education Policy 6710)**

**F2**

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

**Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. This form MUST be submitted to Central Office for approval before final plans or commitments are begun. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.**

**Special Trips (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:**

**a. Names of the Darien Public School staff initiating the proposal and responsible for the trip**
**Bruce Clarke, DHS History Dept. and Model Congress Advisor**

**b. Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

**Date: Dec 1-Dec 4 Time: Depart Dec 1, 3pm Destination: Yale U. Model Congress in New Haven**

**Affected school time: Friday Dec 2 E-day coverage needed (Periods 1, 2, 6 and 7)**

**c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.**
**Each year dozen of schools from around the northeast send delegations from their Model Congress Clubs to Yale for the oldest Model Congress event for high school youth in the country. The event teaches students about working together to achieve useful laws through dialogue and negotiation. Fundamentally, this is a hands-on activity spread over 3 days that gives an unparalleled opportunity to explore how democracy works in our country.**

**This is our FIFTH Year attending this conference.**

**d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.**
**Model Congress meetings every Wed 2:30-3:30 help prepare students learn how to pass bills and speak publically for what they hope to achieve through passing student written "bills".**

**e. The exact modes and times of travel, as well as the exact housing arrangements.**
**Students will be expected to get a ride with a parent or guardian to the Yale Model Congress headquarters at the Omni Hotel, where we will have reserved rooms for three nights. Students can share rooms, up to 4 to a room. They will return by pick up by parent on Sunday after 1:30pm when the Yale event adjourns**

**f. Detailed daily time schedules of the agenda of activities.**

# DARIEN PUBLIC SCHOOLS
# SPECIAL FIELD TRIP
# REQUEST FORM

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**(Board of Education Policy 6710)**

**F2**

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Thursday, December 1

| | |
|---|---|
| 3:00 PM-6:00 PM | Registration, Omni York Room, Omni Hotel, New Haven, CT |
| 7:00 PM-9:00 PM | Opening Ceremonies, Omni Grand Ballroom |
| 9:00 PM-11:30 PM | Committee Session #1 |
| 10:00 PM-10:30PM | Faculty Meeting |
| 12:30 AM | Curfew |

Friday, December 2

| | |
|---|---|
| 9:00 AM | Yale Information Session, Admissions Office |
| 11:00 AM | Yale Day Speaker |
| 2:00 PM-5:00 PM | Committee Session #2 |
| 5:00 PM-7:00 PM | Dinner Break |
| 7:00 PM-9:15 PM | Full Session #1 |
| 9:30 PM-11:30 PM | Delegate Dance |
| 11:00 PM-11:30 PM | Faculty Meeting |
| 12:30 AM | Curfew |

Saturday, December 3

| | |
|---|---|
| 12130 PM-12:30 PM | Lunch Break |
| 12:30 PM-2:30 PM | Committee Session #3 |
| 3:00 PM–5:00 PM | Full Session #2 |
| 5:00 PM–8:30 PM | Dinner Break |
| 9:00 PM-10:00 PM | Faculty Meeting |
| 9:00 PM-11:30 AM | Committee Session #4 |
| 12:30 AM | Curfew |

Sunday, December 4

| | |
|---|---|
| 9:30 AM-12:00 PM | Full Session #3 |
| 12:15 PM-1:30 PM | Closing Ceremonies |

**g. Precise overall financial information with a break down by categories of expenses. Include any staffing**

# DARIEN PUBLIC SCHOOLS
# SPECIAL FIELD TRIP
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**Trips Beyond 500 Miles, or Outside the U.S.**

**(Board of Education Policy 6710)**

**F2**

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**transportation, accommodations or unique modifications for students with disabilities.**
**The final cost per student depends on how many students actually sign up. But based on previous years here is a breakdown of Costs:**
**Per student fee : $90 registration fee+ $50 dinners fee + $205 per night room. With 4 females in 1 room and 5 males in 2 rooms, its about $66/ night x 3 nights =198 + reg and food fees = $333. However, the delegation has a $100 fee and the advisor's room, parking and food will be paid for too by the students, adding about $810 spread amongst the students attending. If 9 students attend, their cost would be $425 each. I estimate a cost of $400-450 per student depending on numbers.**

**h.** **Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.**
**Students pay their own way.**

**i.** **Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.**
**Sub needed for Dec 2 only.**

| | |
|---|---|
| | **Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.** |
| | **The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval.** |
| | **No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.** |
| | ***The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.*** |

R Buckline 9/23/16 — *Signature of Trip Organizer* — *Date*

Ellen Duny 9/23/16 — *Signature of Principal* — *Date*

| | | | |
|---|---|---|---|
| | **Approved** | | **Not approved** |

*Signature of Superintendent/Designee* *Date*

(11.19.14)

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**
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☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Dennis Cabrera - DHS History Department
Model UN Advisor

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted,** as well as potential conflicts with major school events or standardized testing.

Date: 1/20/17 - 1/29/17 Time: all day + evening Destination: Boston, MA
Affected school time: 1/26/17 Thursday
1/27/17 Friday

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

See the attachments

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

Harvard Model UN Conference - details attached

e. The exact modes and times of travel, as well as the exact housing arrangements.

see attachment

f. Detailed daily time schedules of the agenda of activities.

see attachment

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**
(Board of Education Policy 6710)

**F2**

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

See attachment

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

See attachment

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

See attachment

| | |
|---|---|
| ☐ | Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur. |
| ☐ | The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval. |
| ☐ | No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures. |
| ☐ | ***The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.*** |

*Signature of Trip Organizer* 9/23/16 *Date*

Ellen Dunn *Signature of Principal* 9/23/16 *Date*

| | | | |
|---|---|---|---|
| ☐ | Approved | ☐ | Not approved |

*Signature of Superintendent/Designee* *Date*

Harvard Model UN

C. Model UN conferences allow students to participate in a simulation of the actual United Nations. Students take on the role of diplomats from around the world and attempt to solve some of the world's most pressing problems. Participants become better writers, researchers, debaters, public speakers and negotiators.

D. The Model UN Club meets every Thursday after school to discuss international affairs, debate, write resolutions, practice public speaking, and build consensus around solving international problems. Students who are regular participate in the club activities regularly and are in good academic standing are eligible to go on the trip.

E. Travel and housing arrangements: Students will travel via bus to Boston, MA and stay at the Sheraton Boston. The conference will take place at the Sheraton Boston.

F. Schedule of Activities: January 26, 2017 - January 29, 2017

(See attachment for details)

**G. Expenses**:

Student Conference fees: $150

Transportation: $200

Hotel: $650

Total: $900

H. Sources of Funding:

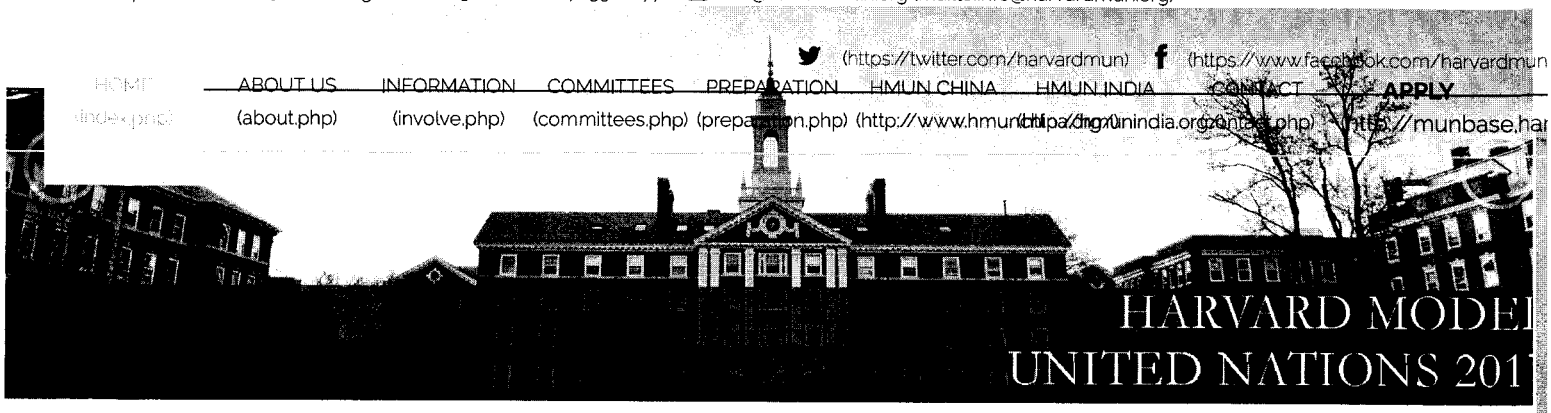
Students will be responsible for the cost of the trip and all expenses incurred as a result of the travel and overnight stay. The Model UN Club plans on holding bake sales and other fundraisers to help defray the cost of the the trip.

I. Cost to DPS:

The cost to the district would be the cost of a substitute for Thursday, January 26 and Friday, January 27th.

59 Shepard St. Box 205 Cambridge, MA 02138 +1 (617) 398-0772 info@harvardmun.org (mailto:info@harvardmun.org)






**WELCOME TO HMUN 2017**

**CONFERENCE COUNTDOWN**

| 124 | 14 | 6 | 57 |
|---|---|---|---|
| Days | Hours | Minutes | Seconds |

**LOGIN HERE**
**(http://munbase.harvardmun.org/)**

***Dear Delegates and Faculty Advisors,***

I am thrilled and honored to invite you to apply to the sixty-fourth session of Harvard Model United Nations, to be held from **Thursday, January 26, to Sunday, January 29, 2017** in Boston's famous Back Bay neighborhood. Come January, more than 3,200 delegates and their faculty advisors will gather to address some of the world's most pressing challenges. Together with our staff of over 200 Harvard University undergraduates, delegates will experience the challenges and thrills of international diplomacy by assuming the roles of UN representatives and other international decision-makers.

At our sixty-third session, delegations in attendance hailed from over 40 countries. From the high-level policy discussions in the Disarmament and International Security Committee to the fast-paced crisis breaks in the historical Manhattan Project meeting, delegates at our most recent session spent four days immersed in an exciting and realistic simulation of the United Nations. I could not be more excited to bring the unparalleled level of substantive excellence that HMUN is renowned for to our sixty-fourth session!

Registration for our sixty-fourth session is now open! Registration information, along with other important dates and deadlines, can be found on the Information (involve.php) tab of our website. Our regular registration deadline is on October 5, 2016 and applications are reviewed on a rolling basis. You can access our online conference management system by clicking here (http://munbase.harvardmun.org/).

As always, please do not hesitate to contact us with any questions or concerns. The entire staff of HMUN 2017 and I are committed to creating a dynamic and educational opportunity for high-school students from around the world, and I sincerely hope that you will consider joining us!

Sincerely,

Victor J. Kamenker
Secretary-General
Harvard Model United Nations 2017

© Harvard Model United Nations 2017
*Designed by Lucas F. and Eva S.*
*Coded by Lucas F., Gabriel G., and Michael G.*

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
### Trips Beyond 500 Miles, or Outside the U.S.
**(Board of Education Policy 6710)**

**F2**

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

**Planning Requirements:** Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Christopher Andrade (Darien High School Music Department)

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted,** as well as potential conflicts with major school events or standardized testing.

Date: 2/16/17-2/20/17 Time: Depart Thurs. Morning Return Mon. Evening Destination: Orlando, FL

Affected school time: None – the entire trip schedule is within the February break.

* Teacher would miss PD day.

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This trip will provide intensive musical and educational experiences beyond what are available in a normal classroom setting. Opportunities include public performance in two first-rate performance venues in front of large and diverse audiences, and an intensive workshop with trained industry professionals in aspects of professional vocal studio recording for film. Students will learn, rehearse, and perform new material under the guidance of professional Hollywood studio vocalists.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

All students in grades 9-12 enrolled in either Concert Choir or Chamber Choir Advanced (Honors) are eligible for participation in the trip. Although participation is not mandatory and will have no impact (positive or negative) on class grades, all students will be encouraged to attend.

Students will prepare musical selections for performance encompassing a variety of styles, time periods, and languages.

Following the trip, classes will review and reflect upon the feedback received from the workshop and public performances. Recommendations for continued improvement will be incorporated into instruction and rehearsal as the ensembles prepare for their spring concert performances.

e. The exact modes and times of travel, as well as the exact housing arrangements.

Air travel will be provided by JetBlue airlines. Accommodations and bus travel will be arranged by Global Endeavors, a licensed student travel company that the DHS Music Department has used several times before with great success.

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f. Detailed daily time schedules of the agenda of activities.

(Specific times subject to change)

***Thurs., Feb. 16 ARRIVAL DAY – Depart from Westchester 10:20 AM (Bus from DHS approx.. 8:00 AM)***
Evening Arrival **Arrive Orlando International Airport**
Meet **GLOBAL ENDEAVORS** Representative at Airport
Transfer to Hotel Check-In
***Fri., Feb. 17 Disney Work Shop "Disney Sings"/HOLLYWOOD STUDIO'S***
7:30 a.m. ***Breakfast at Hotel (Included)***
8:15 a.m. Transfer to **Disney Work Shop "Disney Sings"**
11:30 a.m. Transfer to **Disney's HOLLYWOOD STUDIOS**
9:00 p.m. Transfer to Hotel
***Sat., Feb. 18 Performance Day/DISNEY'S MAGIC KINGDOM***
7:30 a.m. ***Breakfast at Hotel (Included)***
***Performance at a Walt Disney Location (Exact location TBD)***
Transfer to the **MAGIC KINGDOM**
Exploratory Time on Own
9:00 p.m. **DISNEY'SWISHE'S FIREWORK SPECTACULAR**
9:45 p.m. Transfer to Hotel
***Sun., Feb 19 Performance Day/ISLAND'S of ADVENTURE***
7:30 a.m. ***Breakfast Buffet at Hotel (Included)***
8:30 a.m. Transfer to **ISLAND'S of ADVENTURE**
***Performance at Universal Studios Island's of Adventure (If Available)***
9:00 p.m. Transfer to Hotel
***Mon., Feb. 20 UNIVERSAL STUDIOS/Departure Day***
7:30 a.m. ***Breakfast Buffet at Hotel (Included)***
8:30 a.m. Transfer to **UNIVERSAL STUDIOS**
Enter **UNIVERSAL STUDIOS**
Afternoon Departure Transfer to Orlando International Airport
5:25 PM Flight Departs for Home
**Arrive Darien H.S.**

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Estimated cost per participant is currently $1220, based on 70 students attending. The costs break down as follows:

- $880 per person base package from Global Endeavors, including:

☐ Round-trip transportation from Darien, CT to Airport and back.

☐ Daily round-trip transfers while in Orlando to all scheduled activities on itinerary.

☐ 10 Meals (breakfasts at hotel Fri.-Mon., meal vouchers for lunches and dinners in parks Fri-Sun.)

☐ 4 nights lodging at Deluxe Hotel with interior Corridors

☐ All admissions to attractions, taxes, gratuities and programs as noted on itinerary..

☐ Workshop and public performance arrangements

☐ Professional tour director assigned specifically to the group

☐ 24-hour Experienced **GLOBAL ENDEAVORS** Travel Staff accessibility.

- $340 per person round–trip airfare on JetBlue.

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**
**(Board of Education Policy 6710)**

**F2**

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students will have the opportunity to participate in fundraisers (such as catalog sales of Munson's Chocolates) and have the proceeds applied as credit toward their trip costs. Additionally, choir parents are exploring possibilities for large-scale fundraisers to reduce total trip costs for all students.

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

There will be no substitute coverage required for this trip.

| | |
|---|---|
| ☐ | Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur. |
| ☐ | The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval. |
| ☐ | No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures. |
| ☐ | ***The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.*** |

Christopher Marshall 9/18/16 — *Signature of Trip Organizer* — *Date*

RS Ellen / Ellen Dunn 9/23/16 — *Signature of Principal* — *Date*

| | | | |
|---|---|---|---|
| ☐ | Approved | ☐ | Not approved |

*Signature of Superintendent/Designee* *Date*

(11.19.14)

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**
(Board of Education Policy 6710)

**F2**

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

**Planning Requirements:** Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☑ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Dennis Cabrera - DHS History Department
Model UN advisor

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted,** as well as potential conflicts with major school events or standardized testing.

Date: 2/16/17 - 2/19/17 Time: full day + evening Destination: Washington DC
Affected school time: No school time affected

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

See the attached sheets for the other information required

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

North American Invitational Model UN Conference
Georgetown University, Washington DC (see attached)

e. The exact modes and times of travel, as well as the exact housing arrangements.

see attachments

f. Detailed daily time schedules of the agenda of activities.

see attachments

# DARIEN PUBLIC SCHOOLS
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**Trips Beyond 500 Miles, or Outside the U.S.**
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g. Precise overall financial information with a break down by categories of expenses. Include any staffing, transportation, accommodations or unique modifications for students with disabilities.

See attachments

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

See attachments

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

| | |
|---|---|
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| ☐ | ***The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.*** |

| | | | |
|---|---|---|---|
| [signature] | 9/23/16 | Ellen Dunn | 9/23/16 |
| *Signature of Trip Organizer* | *Date* | *Signature of Principal* | *Date* |

| | | | | |
|---|---|---|---|---|
| ☐ | Approved | ☐ | Not approved | |
| | | | | *Signature of Superintendent/Designee* *Date* |

C. Model UN conferences allow students to participate in a simulation of the actual United Nations. Students take on the role of diplomats from around the world and attempt to solve some of the world's most pressing problems. Participants become better writers, researchers, debaters, public speakers and negotiators.

D. The Model UN Club meets every Thursday after school to discuss international affairs, debate, write resolutions, practice public speaking, and build consensus around solving international problems. Students who are regular participate in the club activities regularly and are in good academic standing are eligible to go on the trip.

E. Travel and housing arrangements: Students will travel via bus to Washington DC and stay at the Washington DC Hilton. The conference will take place at the Hilton.

F. Schedule of Activities:

Thursday, February 16

| Time | Event | Location |
|---|---|---|
| 9:00 a.m. – 5:00 p.m. | Conference Registration | International Terrace |
| 5:00 p.m. – 8:30 p.m. | Late Registration | International Terrace |
| 3:00 p.m. – 3:45 p.m. | Presentation: Basics of Parliamentary Procedure | Monroe |
| 4:45 p.m. – 5:30 p.m | Presentation: Basics of Parliamentary Procedure | Monroe |
| 5:45 p.m. – 6:30 p.m. | Presentation: Basics of Crisis Committees | Monroe |
| 7:15 p.m. | Doors Open for Opening Ceremonies | International Ballroom |
| 7:30 p.m. – 8:45 p.m. | Opening Ceremonies | International Ballroom |
| 9:15 p.m. – 11:30 p.m. | Committee Session I | Various Committee Rooms |
| 10:00 p.m. – 11:00 p.m. | Moderator Meeting (Required) | International Terrace |
| 12:00 a.m. | Curfew | |

Friday, February 17

| Time | Event | Location |
|---|---|---|
| 8:00 a.m. – 12:30 p.m. | Various Programming Activities | D.C. Metro Area |
| 10:00 a.m. – 12:00 p.m. | Opportunities Fair | International Terrace |

# Our Mission

**The North American Invitational Model United Nations (NAIMUN)** conference is one of the oldest UN simulations for high school students in the world. Since 1963, the conference has been a forum where young students come from around the world. **Three thousand high schools students** convene for four days to explore various problems of the world and seek solutions through discussion, negotiation, and debate. Students simulate roles as delegates to the United Nations from a particular nation and serve as representatives of that country's policies. Students at NAIMUN are pushed to heighten their understanding of the international system through **39 mini-simulations**, ranging from standard committees like the UN General Assembly and the Security Council to crisis simulations of various regional organizations, national cabinets, corporate boards, and political organizations.

The conference is organized by the **Georgetown International Relations Association, Inc. (GIRA)**, a non-profit organization that seeks to design meaningful exchanges that inspire, educate, and empower the next generation of leaders in government, business, and international affairs. NAIMUN is staffed and managed by over **200 undergraduate students from Georgetown University**, all of whom have keen interest and substantial understanding of international relations.

### Our Mission

For a conference of its size in a Model UN world now increasingly dominated by for-profit companies and large, hierarchical organizations, NAIMUN is unique in that all aspects of the conference – from the committee experience to the programming – are run by students for the benefit of their peers. We endeavor to provide competitive simulations and rigorous substance without losing sight of the educational and bridge-building value of Model UN as an activity. Ultimately NAIMUN belongs not only to the conference executives and GIRA, but also to the 3,200+ delegates, 200+ general staffers, and 300+ moderators who continue to make it the finest MUN conference in the world. It is this collective spirit that has guided NAIMUN over the past 50 years and will continue to drive it in the future.

### Our Core Values

Secretary-General Garrett Williams and Executive Director Halle Hagan hope to build on NAIMUN's five decades of excellence by adapting the conference to the character of the contemporary Model UN circuit, while staying true to GIRA's and NAIMUN's history and mission.

***Unparalleled Substantive Rigor and Innovation***: With over 3,200 of the best delegates from around the United States and the world, NAIMUN has been called the "high school championship" of the Model UN circuit, a reputation earned through years of substantive excellence. NAIMUN LIV will continue to outperform its peer conferences by providing rigorous and innovative simulations that challenge delegates and foster thought-provoking debate. Going beyond traditional assemblies and cabinets, a large number of non-traditional forums, corporate boards, and domestic bodies push the boundaries of MUN and will force delegates to confront the changing nature of international politics today.

***Student Empowerment***: We believe that every student who comes to NAIMUN should walk away more proficient in the critical 21st century skills of public speaking, leadership, and writing. The staffers are relentless in this pursuit, striving to ensure that every delegate gets to speak, that every student can guide discussion and lead, and most importantly, that every delegation has the

opportunity to contribute. Because these abilities are incredibly important, the weekend is used to sharpen every delegate's skills to the best of each committee's potential, be it speaking in front of hundred in a large General Assembly, or leading by forging consensus in a small crisis committee. NAIMUN is so much than a run-of-the-mill Model UN conference because it, along with its parent organization GIRA, actively goes above and beyond the call of duty to see the success and empowerment of all attendees.

***Inclusion for All Delegates***: NAIMUN LIV will counter the growing tendency in the high school circuit towards ruthless competitiveness by reaffirming the core educational values of Model UN. The aim of the NAIMUN simulation is not personal or collective glory, but rather the heightening of understanding of the international system from both political and legal perspectives, and the enrichment of negotiation, judgment, and problem-solving skills. Improved instructional materials and dedicated training for crisis will ensure that even first time delegates feel involved, supported, and appreciated. A reformed awards policy and improved chair training will encourage delegates to compete on the substance of their arguments. Finally, improved outreach and support for local, West Coast, and international schools will promote diversity of opinion and ensure that all delegates feel welcome at NAIMUN and in Washington, whether they come from Silver Spring, San Francisco, or Shanghai.

***Integrating Technological Changes***: NAIMUN LIV will continue to build upon the use and integration of technology both before and during conference. Whether using technology pre-conference to connect delegates and Georgetown staffers, or in-conference to increase opportunities for engagement in larger committees or advance the crisis elements in smaller committees, NAIMUN LIV hopes to stay ahead of the curve technologically.

***Carpe Diem (Seizing the Day)***: NAIMUN is situated in the heart of Washington D.C., which means that all students are provided the chance to explore firsthand the greatness of our nation's capitol. As in years past, NAIMUN LIV will seize this opportunity and offer unparalleled out-of-committee programming experiences to all delegates. This includes and certainly is not limited to visits to foreign embassies, monuments on the National Mall, museums across the city, or even high profile buildings like the White House or Pentagon. This prime location, if not used to the best of its potential, would be wasteful. NAIMUN recognizes this and thus provides—in the spirit of carpe diem—all delegates an unforgettable opportunity to experience all that the District of Columbia has to offer.

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**Planning Requirements:** Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

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a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Bruce Clarke, DHS History Dept. and Model Congress Advisor

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted,** as well as potential conflicts with major school events or standardized testing.

Date: Feb 22-26 Time: Depart Feb 22, 3pm Destination: Harvard U. Model Congress in Boston

Affected school time: Thursday feb 23 G-day coverage needed (Periods 1, 2, 3, 4 and 5) and Friday Feb 24

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

Each year dozen of schools from around the northeast send delegations from their Model Congress Clubs to Harvard for the one of the best Model Congress events for high school youth in the country. The event teaches students about working together to achieve useful laws through dialogue and negotiation. Fundamentally, this is a hands-on activity spread over 4 days that gives an unparalleled opportunity to explore how democracy works in our country.

This would be our FIRST Year attending this conference.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

Model Congress meetings every Wed 2:30-3:30 help prepare students learn how to pass bills and speak publically for what they hope to achieve through passing student written "bills".

e. The exact modes and times of travel, as well as the exact housing arrangements.

Students will share a bus with Wilton High School to the Sheraton Boston where we will have reserved rooms for four nights. Students can share rooms, up to 4 to a room. They will return by bus.

f. Detailed daily time schedules of the agenda of activities.

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See attached

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

The final cost per student depends on how many students actually sign up. But based on previous years here is a breakdown of Costs:
Per student fee : $115 registration fee+ $70 catered dinners fee + $350 per night room + covering advisors expenses and bus fee.
I estimate a cost of $650-$700 per student depending on numbers, and whether one or two advisors attend. Students will pay their own way: this estimate is based on the experience of Wilton HS.

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay their own way.

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

Sub needed for Feb 23-24 only.

| | |
|---|---|
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| ☐ | ***The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.*** |

*Signature of Trip Organizer* 9/26/16 *Date*

Ellen Dunn 9/26/16
*Signature of Principal* *Date*

| | | | |
|---|---|---|---|
| ☐ | Approved | ☐ | Not approved |

*Signature of Superintendent/Designee* *Date*

MENU

# CONFERENCE SCHEDULE

# Tentative 2017 Schedule

## Wednesday, February 22, 2017

9:00pm – 11:00pm Registration

## Thursday, February 23, 2017

9:00am – 2:00pm Registration
2:30pm – 3:30pm Opening Ceremonies
3:30pm – 6:00pm Program Meetings
6:00pm – 8:00pm Dinner
8:00pm – 10:30pm Program Meetings
9:00pm – 9:30pm Faculty Advisor Meeting
12:00am Curfew

## Friday, February 24, 2017

9:00am – 1:00pm Harvard Day
1:00pm – 6:00pm Program Meetings
6:00pm – 8:00pm Dinner

6:00pm – 10:00pm Program Meetings
11:00pm Curfew

## Saturday, February 25, 2017

9:00am – 12:00pm Program Meetings
12:00pm – 1:00pm Lunch
1:00pm – 5:00pm Program Meetings
5:45pm – 9:00pm Dinner
9:00pm – 11:00pm Congressional Ball
9:00pm – 10:00pm Faculty Mixer
12:00am Curfew

## Sunday, February 26, 2017

9:00am – 11:00pm Program Meetings
9:30am – 10:00am Faculty Advisor Meeting
11:30am – 12:30pm Closing Ceremonies

REGISTRATION

$115
per delegate + school fee

**Four days of government simulation**

**10:1 student-staffer ratio**

**Opportunities for awards**

**30th anniversary HMC t-shirt**

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a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Chris Buckley
Lisa Messineo

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted,** as well as potential conflicts with major school events or standardized testing.

Date: March 10-12 2017 Time: _____ Destination: Stowe, VT

Affected school time: None

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

Please see attached

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

Please see attached

e. The exact modes and times of travel, as well as the exact housing arrangements.

Please see attached

f. Detailed daily time schedules of the agenda of activities.

Please see attached

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Please see attached

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Please see attached

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C. Bit 9/15/16 Ellen Dunn 9/23/16

*Signature of Trip Organizer* *Date* *Signature of Principal* *Date*

| | | | |
|---|---|---|---|
| ☐ | Approved | ☐ | Not approved |

*Signature of Superintendent/Designee* *Date*

**Overnight Trip to Stowe Ski Resort**
**March 10-12, 2017**
Club Sponsor: Outdoors Club, Darien High School
Trip Coordinator: Chris Buckley and Lisa Messineo
**Cost: $399 for room, dinner, evening activities, lift tickets, and transportation**
**$60 (in $10 bills) for lunches and dinners not included in above cost.**

***All Forms and Money are due: Friday, January 6, 2017***

The overnight trip to the Stowe Ski Resort is an extra curricular activity designed to give the students of Darien High School a safe alternative weekend activity. The overnight trip marks the highlight of the Outdoor's Club events for the season. The club bases its activities around the promotion of a positive school community. All the ski trips sponsored by the club encourage students to see their classmates in a new light, provides opportunities for students to interact with peers they would normally not have contact with, and provide opportunities for growth through independent, responsible, and maturite decision making; ideas which reinforce the Core Values and Beliefs of Darien High School. The overnight trip to Stowe will help to foster a positive school environment and provide a safe and healthy weekend activity for members of the school community.

The week before the trip there are required meetings that all students attending the trip and their parents must attend. These meetings are listed below:

- Wednesday, March 8th, 2017 – A mandatory meeting at 6:30 pm at Darien High School in A205 (Above the Library to the left). Chris Buckley and Lisa Messineo (trip coordinators) will speak with the parents and students involved in the trip about expectations, responsibilities, and guidelines. Parents will be given contact information for Mr. Buckley and Mrs. Messineo in the case of an emergency. Any student who does not attend with their parents or does not make arrangements with Mr. Buckley or Mrs. Messineo will not be allowed to participate. At this meeting, the students will be split into groups of four which will serve as both their roommates for the trip and their skiing partners while on the mountain. Trip coordinators will collect contact information from parents to assist in the passing along of information from the trip coordinators to the parents.
- Thursday, March 9th, 2017 – Students will drop off their luggage (clothes and equipment) at the school at 3:00 in Rm. A105 (Community Council Room). The luggage will be locked in a secure storage space in the school. All luggage will be checked by Mr. Buckley and Mrs. Messsineo. All bags must be opened and the contents checked by one of the chaperoning advisors or administrators. All pieces of luggage will be checked in the presence of the student and their parent. Male students will have their luggage checked by Mr. Buckley. All female students will have their luggage checked by Mrs. Messineo.

**Prerequisites for attendance:**

1. Students must have participated in at least one Ski and Snowboard trip at some point during his or her DHS career or be signed up to participate one of the 2016-17 trips to Killington, Stratton, or Okemo
    - Students who cannot meet this requirement should speak with Mr. Buckley. Attendance on the overnight is reliant on their approval.
    - Trip advisors and school administration reserve the right to allow attendance on any overnight trip.
2. Students must have previously rented or own their own equipment that has been properly adjusted by a certified ski shop.
3. Students must have prior ski or snowboard experience.

Students are selected on a first come first serve basis. The first 30 students with prior ski experience to submit the permission slip packet with all components completed, a parent signature, and a check made out to Darien High School will be taken on the trip. Mr. Buckley and Mrs. Messineo, as club advisors, reserves the right to deny attendance of a student.

The trip to Stowe Ski Resorts is coordinated with assistance from Ski 93 Trips Inc. Ski 93 is a travel agency that specializes in the coordination and reservation of high school ski trips. Their coordinator, Abby Constantineau, has helped Chris Buckley and Mrs. Messineo coordinate and reserve the busses, lift tickets, meals, evening activities, and hotel rooms necessary to make this trip a success. Ski 93 Trips will also be providing a host who will meet the group at the hotel and assist with our check in, lift tickets, and other needs.

**Trip Outline, Transportation, Accommodations**:

The students and chaperones will be transported by transit coach bus provided by Ski 93. Each bus holds 55 passengers.

**Friday, March 10th, 2017**

The bus will arrive at Darien High School on Friday before the end of the school day. After the final bell of the day rings, the students will meet Mr. Buckley in the History/English Learning Connection Room to prepare to leave. Attendance will be taken and final instructions will be given. Students will be given a sheet with instructions, contact numbers, and rules. Students will load their bags onto the bus in groups. A final check will be conducted on any bags being carried onto the bus. The bus will depart the high school at 3:30 pm. Taking traffic and a stop for dinner into account, the trip will arrive at the hotel in Waterbury at approximately 10:00 pm on the evening of March 10th. The hotel that will be providing the accommodations for the trip is the Best Western Plus in Waterbury, VT which is located 25 minutes from the mountain. All students will stay on the bus with the additional chaperones while Mr. Buckley and our trip host check in. As soon as the room keys are assigned, students will go to their assigned rooms. Based on

the time of arrival, students may have some free time to use the game room or the pool, with chaperone supervision. Students will be told in which rooms Mr. Buckley, Mrs. Messineo and the other chaperones are staying in the case of an emergency.

**Saturday, March 11th, 2017**

The students will receive a wake up call at 7:00 AM by the chaperoning teachers. Students will be given an hour to prepare and eat breakfast, which will be in the lobby of the hotel. The breakfast will be a buffet style and is included in their trip costs. At 8:30, students will be loaded onto the bus and taken to Stowe Ski Resort. When the bus arrives at the mountain at approximately 9:00, the students will be taken into the base lodge, shown where the teacher on duty will be, and given instructions for the rest of the day. Rules for the day are included below:

- Students are to ski with their assigned buddies. Failure to stay with their partners will result in loss of their skiing privileges.
- Students must check in at the base lodge between 12:00 and 1:00 with their partners. Failure to check in will also result in the loss of skiing privileges.
- Students are responsible for their own lunches on this day.
- All students should be back in the base lodge and ready to depart back to the hotel by 4:30.

All chaperones will carry two-way radios and their cell phones to stay in contact with each other. Chaperones will work in shifts in the base lodge. Attendance will be taken between 12:00 and 1:00. The bus will be at the mountain and ready to transport us back to the hotel by 4:30. Attendance will be taken on the bus. On the return trip to the hotel, the bus will stop at the Ben and Jerry's Ice Cream factory, where students may purchase ice cream. Students should allocate money for any ice cream purchases, as they are not included in the cost of the trip. Once the bus returns to the hotel, the students will be given an hour and an half to shower and change for dinner. Dinner will be a buffet provided by the hotel.

Evening activities for the students will consist of bowling in Waterbury, VT. The costs of this trip are built into trip costs. All students must participate in the evening activity. Students will board the bus by 7:00 to participate in the tobogganing.

The evening activities will end by 9:00 and the group will return to the hotel. Students will be given time to change and unwind. No student is permitted in the rooms of the opposite gender at any point. All students must be in their rooms by 10:00. Mr. Buckley and Mrs. Messineo will do a final curfew check. No student is permitted to leave his or her room following this final attendance check. Mr. Buckley Mrs. Messineo will remind students to spend time packing up their rooms to expedite check out in the morning.

**Sunday, March 12th, 2017**

Students will be woken up at 7:00 AM and told to prepare their rooms to check out. Students will have an hour and a half to pack up, shower, and prepare to check out. Students will report to the lobby by 8:30 with their luggage. As students show up in the lobby, they will get their breakfast from the buffet (breakfast is included in the cost of the

trip). Students will eat and load the bus. As the students are loading the bus, Mr. Buckley and Mrs. Messineo will do a room sweep to make sure that there is nothing left behind. The bus will leave for Stowe Ski Resort by 9:00 after attendance has been taken on the bus. Students will be told that they may either ski until 2:00 or relax in lodge. The same rules that applied for skiing on Saturday continue to apply. There will be a teacher on duty in the lodge and students will have to ski in their pairs. Students will need to return to the base lodge and prepare to leave at 2:00. Students will be responsible for their own lunches on this day. The students will be back on the bus by 2:00 and the group will depart the mountain shortly after. Again, taking into account traffic and a stop for dinner (not included in the cost of trip), the bus should return to Darien High School by 8:30 pm. Mr. Buckley and Mrs. Messineo will wait at the high school until every child has been picked up.

The initial cost of the trip for each student is $399.00. The cost of the trip includes the following:

- Snacks and drinks for the bus ride to and from the mountain.
- Coach bus transportation for the entire weekend
- Bus driver gratuity
- Two nights' accommodations at the Best Western Plus
- Dinner on Saturday
- Breakfast buffets on Saturday, Sunday
- Bowling on Saturday night,
- Lift Tickets to Stowe Ski Resort
- Hotel Taxes and Meal Gratuities

In addition, each student will need to pay 60 dollars (in $10 bills) to be given to the trip coordinators when they sign up for the trip. The money will be divided up into six separate envelopes and used to pay for the four meals not covered by the trip cost (Dinner on Friday evening, lunch Saturday and Sunday, ice cream on Saturday, and dinner Sunday evening). Each student will receive 10 dollars for each meal. This is done to ensure that each student has enough money to eat at every meal.

All students and their parents involved with the trip are reminded that all school rules apply. The students who participate on the overnight ski trip represent the Darien High School community and should be on their best behavior. If there is a violation of the behavior outlined in the Student Handbook, the parent of the student in question will be contacted and asked to come pick the student up at the mountain. Any infraction committed while on the trip will be dealt with upon the trips return to school.

(11.19.14)

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**
(Board of Education Policy 6710)

**F2**

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

**Planning Requirements:** Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☑ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Dennis Cabrera - DHS History Department
Model UN advisor

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted,** as well as potential conflicts with major school events or standardized testing.

Date: 3/17/17 - 3/19/17 Time: all day 3/18 Destination: Boston, MA
Affected school time: Friday, March 17, 2017 - only the afternoon classes would be affected

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

Eagle Model UN Conference (Boston College)
see attachments

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

see attachments

e. The exact modes and times of travel, as well as the exact housing arrangements.

see attachments

f. Detailed daily time schedules of the agenda of activities.

see attachments

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**
(Board of Education Policy 6710)

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g. Precise overall financial information with a break down by categories of expenses. Include any staffing, transportation, accommodations or unique modifications for students with disabilities.

See attachments

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

See attachments

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

See attachments

| | |
|---|---|
| ☐ | Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur. |
| ☐ | The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval. |
| ☐ | No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures. |
| ☐ | ***The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.*** |

| | | | |
|---|---|---|---|
| [signature] | 9/23/16 | Ellen Dunn | 9/23/16 |
| *Signature of Trip Organizer* | *Date* | *Signature of Principal* | *Date* |

| | | | | |
|---|---|---|---|---|
| ☐ | Approved | ☐ | Not approved | |
| | | | | *Signature of Superintendent/Designee* *Date* |

Eagle Model UN Conference

C. Model UN conferences allow students to participate in a simulation of the actual United Nations. Students take on the role of diplomats from around the world and attempt to solve some of the world's most pressing problems. Participants become better writers, researchers, debaters, public speakers and negotiators.

D. The Model UN Club meets every Thursday after school to discuss international affairs, debate, write resolutions, practice public speaking, and build consensus around solving international problems. Students who are regular participate in the club activities regularly and are in good academic standing are eligible to go on the trip.

E. Travel and housing arrangements: Students will travel via bus to Boston, MA and stay at the Westin Copley Place. The conference will take place at the Westin Copley Place.

F. Schedule of Activities: March 17th 2017 – March 19th 2017

(See attachment for details)

**G. Expenses**:

Student Conference fees: $150

Transportation: $200

Hotel: $650

Total: $900

H. Sources of Funding:

Students will be responsible for the cost of the trip and all expenses incurred as a result of the travel and overnight stay. The Model UN Club plans on holding bake sales and other fundraisers to help defray the cost of the the trip.

I. Cost to DPS:

The cost to the district would be the cost of a substitute for Friday, March 17th for the last two periods of the day to be able to arrive in time for registration and an evening session.

EAGLE MUNC

Home /

# SCHEDULE

## Full Conference Schedule

### Friday, March 17th

| | |
|---|---|
| 4:00-6:00 pm | Registration |
| 6:00-7:00 pm | Opening Ceremonies |
| 7:00-8:30 pm | Dinner Break |
| 8:30-11:00 pm | Committee Session 1A* |
| 8:45-11:15 pm | Committee Session 1B* |
| 8:45-10:30 pm | Reception for Faculty Advisors and Invited Guests |
| 1:00 am | Curfew |

### Saturday, March 18th

| | |
|---|---|
| 9:00-11:30 am | Committee Session 2A* |
| 9:15-11:45 am | Committee Session 2B* |
| 9:30-10:30 am | Faculty Advisor Feedback |
| 11:30-1:00 pm | Lunch Break |
| 1:30-4:00 pm | Committee Session 3A* |

| | |
|---|---|
| 1:45-4:15 pm | Committee Session 3B* |
| 4:00-5:00 pm | Break |
| 4:45-7:45 pm | Committee Session 4A* |
| 5:00-8:00 pm | Committee Session 4B* |
| 10:00-11:45 pm | Delegate Dance/Trivia Night |
| 12:00 am | Curfew |

## Sunday, March 19th

| | |
|---|---|
| 9:00-11:30 am | Committee Session 5A* |
| 9:15-11:45 am | Committee Session 5B* |
| 11:00-12:00 pm | Hotel Check Out |
| 12:30-1:30 pm | Closing Ceremonies |

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*Email address* JOIN

# Special Field Trip Request Form

**Trips Beyond 500 Miles, Overnight, or Outside the U.S.**

**(Board of Education Policy 6710)**

**Planning Requirements:** Written application must be submitted to the school Principal then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- Special Trips (beyond 500 mile radius, overnight, or outside Continental U.S.) - the request must be submitted at least 60 days in advance of the departure date and no later the October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip.

*Ann Armiger, DHS-China Exchange Coordinator*
*Nick Banas, China Exchange teacher*

**b.** Exact Dates, and times, destination(s) of the trip, and what instructional time will be impacted, **as well as potential conflicts with major school event or standardized testing.**

Date: *approximately March 31 – April 20, 2017*
Destination: *Qingdao, Xi'an and Beijing, China*
Affected school time: *One week of school vacation, 9 – 10 school days would be missed.*

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

*The trip is one part of the Darien-China Exchange Program. The goal of the program is to advance mutual understanding between the youth of the United States and the People's Republic of China. It provides experiential learning about another culture and is one component of the China Exchange Program at DHS. In addition the experience meets several of the Learning Expectations in Darien High School's Statement of Core Values, particularly Learning Expectations 1 – 5.*

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of what students are eligible for the trip and how students will be selected to participate.

*All students who will be in grades 10, 11 or 12 at time of travel are eligible to apply. In the spring of 2016, the China Exchange coordinators interviewed applicants and selected 14 students. Selection was made on the basis of a written application and individual interviews as well as school record and teacher references.*

*Selected students are enrolled in a year-long independent study course that explores an understanding of China from multiple perspectives. The class has begun the year actively engaged in planning hosting activities for 15 students and 2 teachers from our partner school, the Qingdao No. 58 High School, who will arrive in Darien on Sept. 30. After reflection on the visit, the China Exchange class will continue with reading and research about China, supplemented by films, guest speakers, field trips, and online collaboration with our Qingdao partner school. In addition, specific pre-trip orientation sessions are planned, including a field trip to Chinatown in New York. Two evening meetings will be held with parents to go over travel information and trip preparation details. As follow up, students will continue work on a joint project with students from Qingdao. Upon return from China, students will continue in the course and will be responsible for making visual, oral and written presentations to their class, school and community about their trip and their individual and collaborative projects.*

e. The exact modes and times of travel, as well as the exact housing arrangements.
*Travel arrangements will be made with the assistance of Zhen Peng, the travel consultant we have used for the last several China trips. (He has worked with State of CT Dept of Ed. to organize trips to China). In addition the Qingdao No. 58 High School will arrange trips in Qingdao and the Shandong Province area. Students will depart from New York and fly to Beijing and on to Qingdao. After spending two weeks in Qingdao, attending the Qingdao No. 58 High School, DHS students will fly to Xi'an and take an overnight train to Beijing. The Qingdao No. 58 High School will arrange housing with host families. After leaving Qingdao, housing will be in hotels in Xi'an and Beijing.*

f. Detailed daily time schedules of the agenda of activities.
*Students will spend 2 weeks at the Qingdao No. 58 High School, attending classes, working on collaborative projects and attending field trips and special cultural events arranged by the school. It is possible that they will take day trips and an overnight trip arranged by the school. Host families will be responsible for transportation to and from school and housing, transportation, activities and meals for our students and teachers when they are not in school. After two weeks in Qingdao, the group will return home by way of Xi'an and Beijing for five or six days of sightseeing. While in Beijing we plan to spend one day volunteering at the Dandelion School, a school for migrant workers. We have volunteered at this school for the past six years; we hosted teachers from the school for a few days in 2012.*

g. Precise overall financial information with a break down by categories of expenses. Include any staffing, transportation, accommodations or unique modifications for students with disabilities.
*Staffing—substitutes for 2 teacher/chaperones; in 2017 Nick Banas and one other teacher will accompany the group.*
*Transportation, airfare to China, field trips within China, transportation to and from airports*
*Accommodations—3 weeks away from home*
*Visas, Passports, Insurance, Shots*
*Gifts to school, individual school personnel and host families*
*Sightseeing in Beijing and Xi'an*
*Tutoring—for students as needed upon return*

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

*Hosting school: housing, meals, field trips, cultural activities while in Qingdao; some day trips, possible overnight trip.*

*Student: Transportation to and from China and within China; cost of teacher/chaperones; insurance, visa, passport, shots; expenses for five nights, meals and sightseeing in Xi'an and Beijing; transportation to and from NY airport; emergency phone charges; host family gifts; student gifts, tutoring as needed*

*District: Gift from school to school, substitute teachers at DHS for 9-10 school days, medical emergency kit*

*Fundraising: For gifts to individuals at the school, materials for Dandelion School activities and gift to Dandelion School*

Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

*Teacher substitutes; may be occasional teacher released time for presentations to community organizations; expenses incurred in acquiring group visas; costs of Fed-Ex, mailing, telephone, exhibit supplies.*

- Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.

- The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval.

- No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.

Ann Armiger 9/20/2016

Ann Armiger 9/20/16
Signature of Trip Organizer Date

Ellen Dunn 9/23/16
Signature of Principal Date

_____Approved _____Not Approved

Signature of Superintendent/Designee Date

# Darien High School China Trip 2017

**Itinerary Proposal:**

Friday, March 31

Depart from NYC to Beijing in the afternoon (about 3:00 p.m. from JFK airport if with Air China, or at about noon from EWR if with United)

Saturday, April 1

Arrive in Beijing in the afternoon and connect to Qingdao
Arrive Qingdao and begin home stay.

Students will spend 2 weeks at the Qingdao No. 58 High School, attending classes, working on collaborative projects and attending field trips and special cultural events arranged by the school. It is possible that they will take day trips and an overnight trip arranged by the school.

---

Friday, April 14

Morning: Meet at the entrance of Qingdao school and bus to the airport together (Time to be determined later)
Fly to Xi'an in the morning from Qingdao
Excursion to Terra-cotta Warriors Museum,
Arrive Xi'an in the afternoon
Tang-style evening show with Dumpling Banquet
Hotel in Xi'an

Saturday, April 15

Visit Shaan'xi History Museum, Ancient city Wall, Wild Goose Pagoda, Grand Mosque, and Old Town
Overnight soft-bed sleeping train to Beijing

Sunday, April 16

Arrive Beijing in the early morning
City tour in Beijing: Tian'an'men Square and Forbidden City
Visit Temple of Heaven,
Peking Duck Restaurant
Hotel in Beijing

Monday, April 17

Excursion to the Great Wall and Summer Palace
Evening: Chinese Kung Fu Show
Hotel in Beijing

Tuesday, April 18

Visit Dandelion School for the day

Hotel in Beijing

Wednesday, April 19

Visit Beijing Olympic Games Venues-Bird's Nest and Water Cubic Stadium in the morning

Visit 798 Art Zone in the afternoon

Hotel in Beijing

Thursday, April 20

Depart from Beijing to New York at 1:00 p.m.at noon if with Air China

Arrive NYC in the afternoon at about 3:00 p.m. on the same day

Darien-China Exchange
Estimated Cost of Trip for Participants
Travel to China 2017

| | |
|---|---|
| International airfare (NYC to Qingdao) | $1100 per person |
| In China flights and overnight train fare | 380 |
| Tour package including chartered bus, English-speaking tour guide, entrance fees, all meals, hotels, tips | 620 |
| Costs for Chaperones | 366 |
| Chinese Visa | 172 |
| Airport Transportation (DHS-JFK or Newark) | 120 |
| International Travel Insurance | 88 |
| Gifts from the group | 40 |
| Cellphone/phone card for chaperones | 25 |
| Miscellaneous fees, supplies | 20 |

Total per person at this point is $ 2931.

Costs can shift slightly if dates change, for example, or if for some reason the number of students going on the trip changes. Last year the trip cost was $3100 per person. This year we will ask parents to pay $3000 - $3100 in three separate payments—the first at the parent meeting in early November ($1000) the second in January ($1000) and the balance ($1000 or $1100) at the end of February.

# DARIEN PUBLIC SCHOOLS
# SPECIAL FIELD TRIP REQUEST FORM

**Trips Beyond 500 Miles, or Outside the U.S.**
**(Board of Education Policy 6710)**

**F2**

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

**Planning Requirements:** Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at lea 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information a arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Richard Reynolds and Jeromy Nelson

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted,** as well as potential conflicts with major school events or standardized testing.

Date: April 26-30 2017 Time: Wednesday April 26 Morning through Sunday April 30 Evening Destination: Detroit, Michgan

Affected school time: April 26

April 27

April 28

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

Shell Eco-marathon challenges student teams from around the world to design, build and test ultra energy-efficient vehicles. The events spark debate about the future of mobility and inspire young engineers to push the boundaries of fuel efficiency. The event will give students a hands on experience in the real world of college progra and engineering. Students' efforts throughout the year will come to a pinnacle where the car that was produced will be tested and raced. During the field trip, the students will be required to stay focused and motivated towards improving the car. Students will also be expected to apply all engineering knowledge during the trip as many times slight changes must be made on the car. The field trip to Detroit will also teach students how to think critically, problem solve, and how to work as a team.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

**DARIEN PUBLIC SCHOOLS**

# SPECIAL FIELD TRIP REQUEST FORM

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Before the trip, students will prepare the car for shipment. The building of the car to meet Shell Eco-Marathon specifications will help students prepare for real world applications in which they must meet strict deadlines for projec All students in the class are eligible to attend the field trip.

e. The exact modes and times of travel, as well as the exact housing arrangements.

Shell Global posts reduced prices for plane fare and hotel expenses closer to the date of the actual event. Tickets and hotel reservations will not be able to be concluded until a later time. At that time, an exact expense sheet will be submitted with reduced prices. Last year, the reduced prices were with United Airlines and Delta Airlines that cost roughly $250 per person. The hotel is expected to be the Holiday Inn Express around $200 a night. Each room will house four students. Three meals a day are provided by Shell for 8 team members. Bus will provide tr to and from airports.

f. Detailed daily time schedules of the agenda of activities.

The schedule is also posted a short time before the event therefore the schedule will be sent immediately after Shell has posted it. Last year's itinerary is attached and expected to have the similar events.

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation accommodations or unique modifications for students with disabilities.

There will be plane fare and hotel expenses. They cannot be determined at this time because the ticket and hotel prices will not be posted until a later date. When they are posted and the class has scheduled it all the prices will be submitted. Last year's figures are attached. The expenses are estimated to be similar, if not identical.

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raisi etc.

The class has been sending out grant letters and asking for donations from local businesses. Students will be expected to cover any cost that fundraising does not cover.

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release ti special education supports, follow-up tutoring, special materials, or any other items or services.

Richard Reynolds and Jeromy Nelson will miss the school days on April 26, April 27, and April 28 and will require a substitute teachers.

| | |
|---|---|
| ☐ | Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur. |
| ☐ | The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval. |
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**DARIEN PUBLIC SCHOOLS**

# SPECIAL FIELD TRIP REQUEST FORM

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| | |
|---|---|
| ☐ | ***The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the student participating in the trip.*** |

*Signature of Trip Organizer* — 9/19/16 *Date*

Ellen Dunn 9/23/16 *Signature of Principal* *Date*

| | | | |
|---|---|---|---|
| ☐ | Approved | ☐ | Not approved |

*Signature of Superintendent/Designee* *Date*

## Past 2016 Shell Eco-Marathon Schedule of events

See below the tentative schedule of events during Shell Eco-marathon Americas 2016. Please note that meals will be provided each day. And remember the Organizers may change this proposed schedule during the competition.

**Please note:** Specific details about logistics and accommodation will be available on the Shell Eco-marathon Americas 2016 Rules, Chapter 2.

The local set of rules will be available soon.

**Tuesday, April 19**

Teams will be offered the opportunity to attend behind-the-scenes tours with our Partners (Fiat Chrysler Automobiles, Ford Motor Company, Hitachi, The Henry Ford and Rock Ventures). Transportation will be provided to and from the Cobo Center.

**Wednesday, April 20**

The Society of Automotive Engineers (SAE) will host a career day which will include resume writing and critique sessions, career track advice, internship and employment interviews and information sessions with representatives from participating Partners and Tier 1 suppliers. Lunch will be provided.

- 12pm: Pre-Registration Opens to Eligible Teams
- 3pm – 9pm: Team Registration Open
- 4pm: Campground Opens

**Thursday, April 21**

Registration, Tech Inspection and Paddock Open

**Friday, April 22**

Official Opening Ceremony and Group Photo

Indoor test track open

**Saturday, April 23**

Competition Runs

**Sunday, April 24**

Competition Runs and Awards Ceremony

**Monday, April 25**

9am - Cobo Center Closed to Students

# Past Shell Eco-Marathon 2016 Eco Marathon Price and Itinerary

Total: $7803.69
Per person: $650.31
April 20th
Leave DHS at 8:00 am on the 20th to LGA (Transportation provided by parent volunteers).
Arrive at the Airport at 9:30 am and pass through security and go to gate.
Board flight at 12:38 am and land at 2:44 pm in Detroit.
Take Shuttle to hotel, check in drop off bags and go to convention center.

April 24th
Go to Detroit Airport by 11 am.
Board at 1:55 pm, land at LGA at 3:48 pm.
Get on Shuttle and take it back to DHS.

Tickets: $291.20 round trip per person = 4076.80

Pick up at DHS at 8:00 am on the 20th.
Pick up at LGA at 2:30 pm on the 24th by parent volunteers

Holiday Inn Express Hotel,
Room Prices: $154 per room 5 per 4 night = $3080
1 room for teachers / adults
3 rooms for boys
1 room for girls
2 queen beds per room.

https://www.expedia.com/Detroit-Hotels-Holiday-Inn-Express-Hotel-Suites-Detroit-Downtown.h543746.Hotel-Information?chkin=04%2F20%2F2016&chkout=04%2F24%2F2016&rm1=a2&hwrqCacheKey=3d7a1b4c-adcb-4ec7-9dfd-8e92594f4c2eHWRQ1457025883157&c=3dc11136-25dc-47bb-aef4-9db4d446077a&

# DARIEN PUBLIC SCHOOLS
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☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Claudia Gray – Business Education at Darien High School

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted,** as well as potential conflicts with major school events or standardized testing.

Date: April 26-April 29, 2017 Time: 3 full school days Destination: Anaheim, California

Affected school time: April 26-April 28, 2017

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

The DECA International Career Development Conference (ICDC) is the highlight of the DECA year. Eighteen thousand high school students, advisors, business persons and alumni gather for several days of DECA competition, leadership training, networking, career exhibits, and team building exercises. Most participants at ICDC compete in one of DECA's competitive events. The top competitors in each event are recognized for their outstanding achievements. In addition to the competitive events many students and advisors participate in a variety of leadership and career advancing academies. DECA members will compete at the national level and participate in activities to further develop their business knowledge, skills, and abilities.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

There are two ways Darien High School DECA Club members qualified to participate in the DECA ICDC:

1. Students compete at the Connecticut State DECA competition on March 6, 2017 and must DECA earn first, second, and third place positions to qualify to compete at ICDC.
2. Darien DECA are working hard to earn six allocations for DECA members to attend Thrive Academy at ICDC. Students that attend DECA will summarize and present what they learned at the Leadership Academies and as competitors to the DECA students. This is done through community service, community outreach and membership.

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e. The exact modes and times of travel, as well as the exact housing arrangements.

- Tuesday, April 25, 2017: Travel Day to Anaheim, CA after school day (van and flight)
- Wednesday, April 26 – Saturday, April 29, 2017: Grand Opening Session, Competition, Training and Closing Ceremonies at Anaheim Convention Center and Arena. ICDC Leadership Programs and Student Competition.
- Sunday, April 30: Travel back to Darien in the morning (van and flight)
  Hotel is determined in November of 2016 but will be within walking distance of the convention center.

f. Detailed daily time schedules of the agenda of activities.

Agenda is set in February of 2017. Agenda for ICDC 2016 is attached.

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Student costs will be funded by the students. Advisor funding is still to be determined and advisor costs could be incorporated into student's fees if district funds are not available.

Transportation (flight and shuttle) - $400 approximately
DECA Registration and DECA Activities- $150
Hotel - $400 (approximately)
Meals - $400 (approximately)
Advisor Costs - $150
Estimate cost of trip is currently $1500 for students.

Trip cost for students in 2016 was $1350. With fundraising, we hope to bring the cost to below $1000 per student.

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Funding will be paid for by students. Fundraising will be done from September 2016 - February 2017 to offset the costs to students. All fundraising for DECA is to lower the cost of competition for the student that attend ICDC. A parent DECA Advisory Committee is being organized to assist with fundraising.

# DARIEN PUBLIC SCHOOLS
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Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

Mrs. Gray will need a substitute for 3 school days. If more than 8 students attend, a second chaperone will be needed as DECA, the organization, require one chaperone per 8 students. Their costs will be included in the student costs of attending the event.

Students will be fully funding their portion of the costs.

| | |
|---|---|
| ☐ | Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur. |
| ☐ | The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval. |
| ☐ | No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures. |
| ☐ | ***The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.*** |

Claudia Gray 9/13/16
*Signature of Trip Organizer* *Date*

Ellen Dunn 9/23/16
*Signature of Principal* *Date*

| | | | |
|---|---|---|---|
| ☐ | Approved | ☐ | Not approved |

*Signature of Superintendent/Designee* *Date*

Example from last year

# DECA INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

NASHVILLE

**APRIL 23-26, 2016**

#DECAICDC

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**
(Board of Education Policy 6710)

**F2**

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

**Planning Requirements:** Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun**. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

X **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Dan Record – proposed trip to Quiz Bowl National Championships in Atlanta, GA
John Gearty
1 extra teacher chaperone if needed

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted,** as well as potential conflicts with major school events or standardized testing.

Date: Friday, 5/26 – Sunday, 5/28 Time: All days Destination: Atlanta, GA
Affected school time: Friday, 5/27 – all day

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This trip is the culmination of another successful Quiz Bowl season. Our school will most likely qualify 3 teams into the highly selective field of this National Championship tournament. This trip will allow our students to compete against the best and brightest students in the nation. Two years ago, we took one team and finished in 77th place out about 250 teams. Last year we took 2 teams, finishing in 8th & 152nd place out of the 272 team field. We expect to compete for the national title this year!

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

Quiz Bowl competitions / tournaments that will happen throughout the year.
Students on the Quiz Bowl team will be eligible to attend the trip, based on interest, performance, and number of available spots.

e. The exact modes and times of travel, as well as the exact housing arrangements.

Parents drive students to airport in carpools to New York airport
Airplane from New York, to Atlanta, GA.
Hotel at the NAQT sponsored hotel that hosts the tournament. (Atlanta Marriott Marquis)

f. Detailed daily time schedules of the agenda of activities.

Quiz Bowl registration and scrimmages 5pm-10pm on Friday
Quiz Bowl competition 8am-7pm on Saturday
Quiz Bowl playoffs and consolation games 9am-2pm. Awards 3pm-4pm on Sunday

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**
(Board of Education Policy 6710)

**F2**

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Tournament fees - $650 / team
Hotel room $125/room/night – double occupancy
Airplane Tickets - $400 / student
Food and Tourism - $200 / student

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students will fundraise by hosting 2 quiz bowl tournaments that will generate approximately $800.
Private donations will be solicited by members.
Students will pay the difference between costs and what was fundraised

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

Substitute coverage for up to 3 teacher chaperones, on Friday, 5/26

| | |
|---|---|
| ☐ | Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur. |
| ☐ | The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval. |
| ☐ | No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures. |
| ☐ | ***The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.*** |

*Signature of Trip Organizer* — *Date* 9/13/16

*Signature of Principal* — *Date* 9/23/16

| | | | |
|---|---|---|---|
| ☐ | Approved | ☐ | Not approved |

*Signature of Superintendent/Designee* — *Date*

## Proposed Field Trips - Middlesex Middle School

| Event | Date | Location |
|---|---|---|
| Regional Quiz Bowl Tournament | January 13-14, 2017 | Lancaster, PA |
| National Quiz Bowl Tournament (one of two) | May 11-15, 2017 | Dallas, TX |
| Academic Bee & Bowl Nationals | May 26-29, 2017 | Arlington, VA |

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**

**(Board of Education Policy 6710)**

**F2**

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**Planning Requirements:** Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Ken Romeo and Barbara Ivey

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted,** as well as potential conflicts with major school events or standardized testing.

Date: **Jan. 13th-14th, 2017** Time: All Day Destination: **Manheim TWP HS, Lancaster, PA**

Affected school time: We request to leave at 12:00 PM on Friday to arrive with enough time to check in, Eat dinner, and get a healthy night's rest in preparation of the tournament on Saturday.

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

Manheim TWP HS is hosting a regional quiz bowl tournament. Schools from all over the region will compete at a chance to qualify for the nationals in Dallas. Students will compete in an academic tournament, answering questions from every middle school curricula.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

We practice daily for competitions like this. The Quiz Bowl coaches will decide which of our members will go based on availability and skill.

e. The exact modes and times of travel, as well as the exact housing arrangements.

We will charter a bus (company TBD) that leaves on Friday afternoon, stay at a local hotel (TBD), and return on Saturday evening.

f. Detailed daily time schedules of the agenda of activities.

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**
**(Board of Education Policy 6710)**

**F2**

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

| | | |
|---|---|---|
| **Friday** | | |
| Leave after school from MMS, arrive at hotel, check in, have dinner | | |
| **Saturday** | | |
| 8:00–9:00 | team check-in | TBA |
| 8:00–8:30 | Staff check-in | TBA |
| 8:30–9:00 | Staff meeting | TBA |
| 9:00–9:30 | Player meeting | TBA |
| 9:30–12:00 | Preliminary rounds 1–6 | Classrooms |
| 12:00–1:30 | Lunch (not provided) | - |
| 1:30–4:15 | Playoff rounds 7–10 | Classrooms |
| Afterwards, we depart for MMS | | |

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

**Travel is approximately $150.00 per person. Hotel is approximately $100.00 per room. Entrance fee $75.00 per team (4 teams).**

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

The Quiz Bowl team has been involved in fundraising efforts all year. We have private donors willing to pay for part of our entry fees. We also will rely heavily on parent contributions.

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

We do not seek any special materials, items or services from the Darien Public Schools.

| | |
|---|---|
| ☐ | Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur. |
| ☐ | The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval. |
| ☐ | No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures. |
| ☐ | ***The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.*** |

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**

**(Board of Education Policy 6710)**

**F2**

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Barbara D. Ivey — *Signature of Trip Organizer* — *Date*

Shelley Smith — *Signature of Principal* — 9/28/2016 — *Date*

| | | | | |
|---|---|---|---|---|
| ☐ | Approved | ☐ | Not approved | |

*Signature of Superintendent/Designee* — *Date*

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**
**(Board of Education Policy 6710)**

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**Planning Requirements:** Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Ken Romeo and Barbara Ivey

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted,** as well as potential conflicts with major school events or standardized testing.

Date: **May 11th-15th, 2017** Time: All Day Destination: **MSNCT in Dallas, TX**

Affected school time: We request permission to use Thursday, Friday, and Monday as travel days.

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is one of our two national championships. Schools from all over the country will compete. Students will compete in an academic tournament, answering questions from every middle school curricula.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

We practice daily for competitions like this. The Quiz Bowl coaches will decide which of our members will go based on availability and skill.

e. The exact modes and times of travel, as well as the exact housing arrangements.

We will stay at the hotel that will be hosting this tournament (The Hyatt Regency DFW)

f. Detailed daily time schedules of the agenda of activities.

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**
**(Board of Education Policy 6710)**

**F2**

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| **Friday (evening)** | | |
|---|---|---|
| 5:00–9:30 | Staff check-in | TBA |
| 6:00–9:30 | Team check-in | TBA |
| 6:00–9:30 | Scrimmage round organization | TBA |
| **Saturday** | | |
| 8:00–9:00 | Late arrival team check-in | Enterprise Ballroom Foyer |
| 8:30–9:00 | Staff check-in | TBA |
| 9:00–9:30 | Player meeting | Enterprise Ballroom 1-4 |
| 9:00–9:30 | Staff meeting | TBA |
| 9:45–12:45 | Preliminary rounds 1–6 | Meeting rooms |
| 12:45–2:15 | Lunch (not provided) | - |
| 2:15–5:45 | Preliminary rounds 7–12 | Meeting rooms |
| **Sunday** | | |
| 7:30 a.m. | Playoff bracket posted | Information desk |
| 7:30–8:20 | Playoff cards distributed | Information desk |
| 8:00–8:20 | Staff meeting | TBA |
| 8:30–12:00 | Playoff rounds 13–18 | Meeting rooms |
| 8:40–12:00 | Consolation round organization | TBA |
| 12:00–1:00 | Lunch (not provided) | - |
| 1:00 | Packet pickup | Information Desk |
| 1:00–2:15 | Playoff rounds 20–21 | Meeting rooms |
| 2:15 | Finals (rounds 22 and maybe 23) | Enterprise Ballroom 1-4 |
| After finals | Awards | Enterprise Ballroom 1-4 |

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

**Entrance fee $575.00 per team (4 teams).**

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

The Quiz Bowl team has been involved in fundraising efforts all year. We have private donors willing to pay for part of our entry fees. We also will rely heavily on parent contributions.

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

We do not seek any special materials, items or services from the Darien Public Schools.

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**
**(Board of Education Policy 6710)**

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| | |
|---|---|
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| ☐ | The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval. |
| ☐ | No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures. |
| ☐ | ***The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.*** |

Barbara D. Ivey — *Signature of Trip Organizer* — *Date*

Shelley Sims — *Signature of Principal* — 9/28/2016 — *Date*

| | | | | |
|---|---|---|---|---|
| ☐ | Approved | ☐ | Not approved | |
| | | | | *Signature of Superintendent/Designee* — *Date* |

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
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a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Ken Romeo and Barbara Ivey

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted,** as well as potential conflicts with major school events or standardized testing.

Date: May 26th-29th, 2017 | Time: All Day | Destination: Academic Bee & Bowl Nationals in DC

Affected school time: We request permission to use Friday and Monday as travel days.

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is one of our two national championships. Schools from all over the country will compete. Students will compete in an academic tournament, answering questions from every middle school curricula.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

We practice daily for competitions like this. The Quiz Bowl coaches will decide which of our members will go based on availability and skill.

e. The exact modes and times of travel, as well as the exact housing arrangements.

We will stay at the hotel that will be hosting this tournament (The Crystal Gateway Marriott in Arlington, VA)

f. Detailed daily time schedules of the agenda of activities.

**DARIEN PUBLIC SCHOOLS**
**SPECIAL FIELD TRIP REQUEST FORM**
**Trips Beyond 500 Miles, or Outside the U.S.**
**(Board of Education Policy 6710)**

**F2**

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**Schedule of Events**

**Friday: May– National Humanities Bee & National Science Bee, also Play-In Round for the US Academic Bee**

Play in Game: 4:00pm, Jackson Room
Staff Meeting for Science Bee and Humanities Bee: 4:30, Jackson Room
National Science Bee / National Humanities Bee: Opening Meeting at 5:00pm, Arlington Ballroom, Salon 2
Round 1: 5:25
Round 2: 5:55
Round 3: 6:25
Dinner: 6:45-7:45
Science and Humanities Bee Finals Announcements and Announcements for Academic Bowl, 7:45, Arlington Ballroom, Salon 2
National Science Bee Finals: 8:15pm
National Humanities Bee Finals: 8:45pm
End: 9:15pm

**Note: All teams who are staying at the hotel need to check in with us in the Jackson room between either 4pm and 7:30pm or from 9:30pm-11:00pm on Friday to let us know you're here!** DC local teams can check in on Saturday morning from 8:30am-9:15am at the Saturday/Sunday help desk at the top of the main escalator in the lobby.

**Saturday: May– United States Academic Bowl Preliminary and Early Playoff Rounds**

US Academic Bowl Staff Meeting: 9:15am, Jefferson Room
Round 1: 10:00am
Round 2: 10:35am
Round 3: 11:10am
Round 4: 11:45am
Round 5: 12:20pm
Lunch break: 12:45pm-2:45pm
**Middle School Afternoon Pools Announced at 2:15pm**
Round 6: 2:45pm
Round 7: 3:20pm
Note: After Round 7, the Elementary Playoff draw needs to be set, so we will take a break until 4:15pm (or otherwise announced time) for this to be done
Middle School Round 8 / Elementary Quarterfinals: 4:15pm
Tiebreaker (if needed): 4:45pm
Dinner break: 4:50pm-6:30pm
**Middle School Playoff Draw Announced at 6pm**
Middle School Quarterfinals/Elementary Semifinals: 6:30pm
Middle School Semifinals/Elementary Finals: 7:15pm

# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
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g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

**National Championships Costs**

$375 Base Fee for a team in the National Academic Bowl from within 2 hours driving distance of Nationals (Crystal Gateway Marriott in Arlington, VA)
$275 Base Fee for a team in the National Academic Bowl from 2 hours or more driving distance of Nationals. These teams are required to stay at the Crystal Gateway Marriott in Arlington, VA.
-Free registration for the first team from a host school
-$100 Discount for a team of two students
-$200 Discount for a team of one student

$75 Base Fee for a student in the National Academic Bee (5 rounds of preliminaries, 3 rounds of playoffs)
$50 Base Fee for a student in the National Science Bee (3 rounds of preliminaries, 2 rounds of playoffs)
$50 Base Fee for a student in the National Humanities Bee (3 rounds of preliminaries, 2 rounds of playoffs)

Teams can receive apply to receive a discount on the registration fees for the Academic Bowl if they bring a reader(s) and/or scorekeeper(s). The level of the discount will depend on the experience level/ability of the reader, for which events they are able to read, and staffing needs. Discounts will be at least for $25 in the Science Bee/Humanities Bee, $75 for the Bowl, and $50 for the Academic Bee, and possibly higher. The total fee owed for an individual or school cannot be negative, though (minimum is $0).

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

The Quiz Bowl team has been involved in fundraising efforts all year. We have private donors willing to pay for part of our entry fees. We also will rely heavily on parent contributions.

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

We do not seek any special materials, items or services from the Darien Public Schools.

| | |
|---|---|
| ☐ | Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur. |
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# DARIEN PUBLIC SCHOOLS
## SPECIAL FIELD TRIP REQUEST FORM
**Trips Beyond 500 Miles, or Outside the U.S.**

**(Board of Education Policy 6710)**

**F2**

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| | |
|---|---|
| ☐ | ***The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.*** |

Barbara D. Ivey — *Signature of Trip Organizer* — *Date*

Shelby Snow — *Signature of Principal* — 9/28/2016 *Date*

| | | | | |
|---|---|---|---|---|
| ☐ | Approved | ☐ | Not approved | |

*Signature of Superintendent/Designee* — *Date*

# Proposed Class Size Guidelines

| Grade Levels | Current | Proposed |
|---|---|---|
| **K-1** | | |
| Low End<br>Optimal<br>High End | 19<br>20-22<br>23 | 18<br>19-21<br>22 |
| | | |
| **2-3** | | |
| Low End<br>Optimal<br>High End | 20<br>21-24<br>25 | 19<br>20-22<br>23 |
| | | |
| **4-5** | | |
| Low End<br>Optimal<br>High End | 21<br>22-25<br>26 | 20<br>21-23<br>24 |
| | | |
| **6-12** | | |
| Low End<br>Optimal<br>High End | | Below 18 *<br>18-22<br>23-25 |

*Every effort will be made to keep class sizes below 22.

**DARIEN PUBLIC SCHOOLS**
Finance Department

# Memorandum

**To:** **Daniel Brenner, Ph.D., Superintendent of Schools**

**From:** **Michael E. Feeney, Director of Finance and Operations**

**Date:** **September 27, 2016**

**RE:** **2015-16 Budget (Year End Report)**

---

Attached are the unaudited financial reports for fiscal year ending June 30, 2016 as well as a draft letter to the Board of Finance for the return of unused funds in the amount of $185,688.

Est. Sept 27, 2016

# Darien Public Schools
## Financial Report - As of June 30,2016
## Total Operating Budget

| EXPENSES<br>Category | ADJUSTED APPROPRIATION AMOUNT | ESTIMATED EXPENDITURE 2015-16 | UNEXPENDED AMOUNT | UNEXPENDED PERCENTAGE |
|---|---|---|---|---|
| Personnel | 59,902,733 | 59,859,546 | 43,187 | 0.07% |
| | | | | |
| Operating | 15,012,121 | 15,816,872 | (804,751) | -5.09% |
| | | | | |
| Fixed | 18,401,236 | 18,302,833 | 98,403 | 0.54% |
| | | | | |
| Equipment | 877,620 | 952,367 | (74,747) | -7.85% |
| | | | | |
| **GRAND TOTAL EXPENSES** | **94,193,709** | **94,931,618** | **(737,909)** | **-0.78%** |

| REVENUE | | | | |
|---|---|---|---|---|
| RC-1 Student Parking Fees | (10,000) | (10,000) | - | - |
| RC-11 Summer School Field Use | (35,000) | (35,000) | - | - |
| RC-12 Building Rental | (70,000) | (52,802) | (17,198) | 32.57% |
| RC-12 Use of Fields | (100,000) | (97,445) | (2,555) | 2.62% |
| RC-20 Revenue for IT Services | (195,983) | (190,785) | (5,198) | - |
| RC-23 Continuing Education | - | - | - | - |
| RC-23 Summer School | (587,000) | (577,712) | (9,288) | 1.61% |
| RC-24 Excess Cost Grant | (1,800,000) | (2,724,654) | 924,654 | -33.94% |
| RC-25 Other Post Employment Ben. | (423,200) | (423,200) | - | 0.00% |
| RC-26 Early Learning Program | (250,000) | (283,183) | 33,183 | -11.72% |
| **GRAND TOTAL REVENUE** | **(3,471,183)** | **(4,394,780)** | **923,598** | -21.02% |

| | | | | |
|---|---|---|---|---|
| **NET BUDGET (Appropriation)** | **90,722,526** | **90,536,838** | **185,688** | 0.21% |

| | | |
|---|---|---|
| **Amount Appropriated** | **$** | **90,722,526** |
| **Amount Expended on June 30, 2016** | **$** | **90,536,838** |
| | | |
| **Estimated Year End Balance (Sept 27, 2016)** | **$** | **185,688** |

October 4, 2016

TO: Mr. Jon Zagrodzky, Chair
Darien Board of Finance
Members of the Darien Board of Finance

FROM: Michael A. Harman, Chair
Darien Board of Education
Daniel Brenner, Ph.D.,
Superintendent of Schools

SUBJECT: 2015-2016 Year End Financial Report and Return of Funds to Town

At its meeting on Tuesday, October 4, 2016, the Darien Board of Education voted to return $185,688 in unused funds to the Town. The Board appreciates the Board of Finance's support of the education budget and we are pleased to be able to return a portion of this appropriation.

MAH/DB/kcb
cc: Board of Education Members
Moderator of the RTM

**DARIEN PUBLIC SCHOOLS**
Finance Department

# Memorandum

**To:** Daniel Brenner, Ph.D., Superintendent of Schools

**From:** Michael E. Feeney, Director of Finance & Operations

**Date:** Tuesday, September 27, 2016

**RE:** Student Activity Manual 2016-17

Attached are the proposed revisions to the Student Activity Policy for the 2016-17 school year. The specific changes have been highlighted in the attached redlined version of the policy.

As you recall, this was presented for discussion at the August 23, 2016 meeting of the Board of Education.

MEF/kcb

# DARIEN PUBLIC SCHOOLS

## Student Activities Accounting Manual
## 2016-2017

Adopted by the Board of Education:
Insert date

# GUIDELINES TO STUDENT ACTIVITY FUND ACCOUNTING

## INTRODUCTION:

Public school districts in the State of Connecticut have authority to establish and maintain student activity funds under Section 10-237 of the Connecticut General Statutes. Pursuant to this authority, the Darien Board of Education (the "District") has adopted policies and procedures governing the establishment and use of Student Activity Funds and this accounting manual to implement such policies and procedures.

Under state law, student activity funds are considered District accounts and must be audited by the auditor annually in the same manner as all other accounts as required by law.

The following manual is established to govern procedures relating to student activity funds to ensure that efficient procedures are available for the creation, operation, management, supervision and culmination of such funds. These guidelines apply to all school district staff who raise or handle student activity funds or who are involved in fundraisers for or gifts to the school system.

## PURPOSE OF STUDENT ACTIVITY FUNDS:

Connecticut General Statute 10-237 provides for Boards of Education to establish and maintain school activity funds that are used for the educational benefit of currently enrolled students. Student activity funds are to be used in ways that complement but do not conflict with instructional programs, that supplement but do not take the place of programs or services which should be funded through the regular district operating/capital budgets. The District is responsible for establishing procedures that define and regulate how and for what purposes expenditures from and donations to student activity funds can be made.

The raising and expending of student activity funds should promote the general welfare, education, and morale of the students and to finance the athletic and extra-curricular activities of the student body organization. The management of student activity funds shall be in accordance with sound financial practices, including sound budgetary and accounting procedures and thorough audits.

The Darien Public Schools appreciates and welcomes the generosity of community members' and groups' financial contributions to benefit student athletics and extra-curricular activities. At the same time, the District has an obligation to ensure proper oversight of student activity funds, including compliance with accounting requirements and equity requirements under Title IX of the Education Amendments of 1972 and its implementing regulations. As a result, aside from funds provided by the Board of Education, all financial support to athletic and extra-curricular activities must be processed through a student activity fund and comply with applicable procedures. This requirement applies to financial support to benefit student athletics or extra-curricular activities made by outside sources, including, but not limited to, individuals, community groups, parent-teacher organizations or associations, and booster clubs.

Regardless of the original source of funds used to finance school activities, the District is ultimately responsible for the funds raised in compliance with the fundraising section and how they are spent. As a result, administrators, coaches, teachers, and student activity advisors are responsible for ensuring these funds are processed and spent appropriately and in accordance with these procedures.

If Principals, coaches or activity advisors have questions regarding these regulations, please contact the District's Director of Finance for clarification.

## I. MANAGEMENT AND SUPERVISION OF STUDENT ACTIVTY FUNDS:

### Establishment of Funds

Student activity funds may only be established with the written consent of the Director of Finance. A detailed listing of all approved student activity funds will be maintained by the Director of Finance. This listing will include the a) the name of the fund, b) the location of the fund, c) the authorized signer(s) of the fund, and d) the purpose of the fund. Financial records will be kept at individual schools, except for financial records relating to the General Student Activity Fund, which will be kept at the District's Department of Finance & Operations. Each school will maintain a detailed listing of authorized sub-accounts for each student activity fund. This listing will include a) a description of the sub-account, b) the coach or activity advisor responsible for oversight of the sub-account, and c) the purpose of the sub-account. Coaches and activity advisors may not establish separate funds or accounts in their names, parents' names, or the name of the any school for the benefit of their teams or activities.

### *General Student Activity Fund*

The Department of Finance & Operations shall establish a General Student Activity Fund (the "General Activity Fund"). The General Activity Fund shall be established to maintain unrestricted donations made to the District to support general student activities and to maintain surplus funds, as defined herein. In lieu of fundraising or student fees, funds maintained in the General Activity Fund may be requested for use by coaches, activity advisors, or student groups to support student related activities. Use of such funds may only be used upon written request and requires approval of the Director of Finance. (see student activity fund/purchase approval form)

### *Surplus Funds*

At the end of each school year, surplus funds maintained within a student activity fund or a sub-account of a student activity fund shall be identified and transferred to the General Activity Fund. Surplus funds are funds held within a student activity fund or a sub-account of a student activity fund that is considered to be in excess of the immediate cash needs of the student group. In general, the amount of surplus funds held at the end of each school year should be governed by the needs of the activity for which the funds are being maintained.

For each of the student activity funds held at the District's elementary schools, surplus funds have been defined as the balance of funds held in excess of $1,000 at the end of each school year.

For all athletic, club or general sub-accounts, surplus funds have been defined as uncommitted funds held at the end of each school year in excess of the annual recurring disbursements made within the sub-account for the most recently completed school year. Uncommitted funds are defined as funds that have not been restricted or committed. Restricted funds are considered funds that can only be spent for the specific purpose stipulated by donors. Committed funds are considered funds that a) have been committed for a specific purpose that is considered nonrecurring in nature and b) the funds are expected to be disbursed within the subsequent school year. The amount and purpose of any restricted or committed funds held at the end of each school year should be documented by the coaches or activity advisor and shall be submitted for approval to the Director of Finance.

For student class sub-accounts, surplus funds may be carried forward each school year until graduation. Upon a class's graduation, the sub-account must be closed after all class obligations are paid. Any remaining funds shall be transferred to the General Activity Fund, with the exception of funds left by the class for purposes of providing future scholarships. Leaving funds for such scholarships must be approved by the Director of Finance and such funds shall be transferred to a separate account held for such purposes.

Interest earned on student activity funds will be considered surplus funds and shall be transferred to the General Activity Fund.

**Use of Funds**

Student activity funds may only be used to support authorized athletics, extra-curricular activities, and other school-related activities and are governed by state law and the rules and regulations of the Darien Board of Education.

Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money. Student activity funds may not be used for any purpose that represents an accommodation, loan, or credit to any person.

**Oversight by Central Administration**

The Darien Board of Education has designated the Director of Finance to serve as the treasurer of all school activity funds within the District, and the Principal, or his/her designee, of each school, and/or the Athletic Director as appropriate, to serve as trustee for the individual funds maintained in each school building. The Director of Finance shall have the responsibility and authority to implement all procedures and rules pertaining to the supervision and administration of student activity funds in schools in accordance with state law and established policies and regulations of the Darien Public Schools and the Darien Board of Education. The Director of Finance will update and distribute these procedures annually. Distribution will include but not be limited to the following: All Principals, Office Secretaries, Bursars at MMS and HS and Athletic Director. The Athletic Director will disburse to all coaches and staff.

**Supervision of Student Activity Funds**

Each Principal, as trustee for the fund, is responsible for all student activity funds within the school, including the proper handling and use of funds and compliance with District procedures. Each Principal or his/her designee is responsible for ensuring the maintenance of records identifying resources, obligations, and the origination of revenues through written receipts. The Principal or his/her designee must provide all required approvals for raising and spending student activity funds as provided in these procedures.

The Athletic Director shares responsibility with the Principal or his/her designee for supervising student activity funds for athletic teams, including the proper handling and use of funds and compliance with District procedures. The Athletic Director should maintain copies of records identifying resources, obligations, and the origination of revenues through written receipts. The Athletic Director is responsible for ensuring coaches comply with record keeping and approval requirements as provided in these procedures. In addition to the Principal or his/her designee, the Athletic Director must provide approval for raising and spending student activity funds for athletic teams as provided in these procedures.

## Responsibilities for Student Activity Funds at the Team and Activity Level

Coaches, faculty advisors of student activities, or other staff members involved in the handling or spending of student activity funds are responsible for managing such funds in a manner that complies with District procedures, including the requirement that, aside from funds provided by the Board of Education, all financial support to athletic and extra-curricular activities must be processed through a student activity fund and comply with applicable procedures. Coaches and activity advisors must maintain financial records for their respective activity groups in addition to the records kept by the Principal or his/her designee.

## Student Activity Fund Budgeting

The Darien Board of Education provides an amount of money for each athletic team and certain other student activities in its annual operating budget. Additional funds may be raised to augment these Board of Education funds through fundraisers, gifts/donations (refer to the District's gift policy), or direct assessments to student members. Funds raised must be deposited with the appropriate student activity account.

## Athletic Teams

The Athletic Director in coordination with the Title IX coordinator (Human Resource Director) will assist in managing the District's efforts to comply with its obligations under Title IX. As part of considering compliance, before each athletic season starts, coaches of the respective activity will meet with the Athletic Director to establish a budget for the team. At this meeting the Athletic Director will confirm the funds in the Board of Education budget and the team's activity account (if any), review the team's planned spending for the year, and identify and address any potential Title IX compliance issues with the Director of Human Resources that might arise during the budgeting process.

If no Title IX compliance issues have been identified and there is a shortfall between funds on hand and anticipated purchases, the team can either hold a fundraiser or the coach can request that the athletes pay directly. All planned spending and fundraising must be pre-approved by the Athletic Director and Principal and/or designee. Approved budgets by the Athletic Director shall be provided to the Director of Finance for review and shall be maintained in the Department of Finance & Operations. Any team/club/organization can apply for and request funds through the general student account.

## Audits

Student activity records and financial procedures shall be subject to periodic and random audits by internal personnel. In addition, as specified in Conn. Gen. Stat. § 10-237, the Town Auditor shall conduct an annual audit each year in the same manner as all other Town Accounts. Copies of the audit report shall be maintained as a permanent record.

## Reconciliation and Periodic Reporting

Each month, the Department of Finance & Operations will assist the schools in reconciling the bank statement for each student activity fund. At the end (June 30th) and mid-point (December 31st) of the fiscal year, each school will prepare and provide a report identifying a) the balance of, and b) the detail of the activity within each student activity sub-account. This report shall be provided to the Department of Finance & Operations and to the advisor or coach overseeing the activity. Upon receipt, the advisor or coach shall review the detail of activity and compare such activity with their records of receipts and disbursements. Any discrepancies should be reported immediately to the Department of Finance & Operations. Upon approval of the advisor or coach, this report shall be provided to the Superintendent for review. Any significant reconciliation or

financial issues identified during the reconciliation and reporting process shall be communicated to the Board of Education by the Superintendent in a timely manner.

Sports and certain activities vary during the school year. Outside the season of a particular sport or activity, a coach or activity advisor may request financial status reports on demand as needed.

## II. GENERAL PROCEDURES FOR RECEIVING FUNDS AND GIFTS:

All money collected to benefit an athletic team or student activity must be processed through a student activity fund.

### Collection and Deposit of Cash and Checks

All money collected must be substantiated by duplicate-copy receipts, pre-numbered tickets, student lists, lists of items sold, or some other auditable record ("substantiating documentation").

For all money collected, coaches and activity advisors, or other staff must complete the following steps:

1. The coach or activity advisor must count all receipts.
2. The coach or activity advisor must complete and submit a Deposit Form indicating the name of the team, student activity, or organization and the amount of receipts and provide the applicable substantiating documentation. Activity advisors of non-athletic groups and organizations must submit the Deposit Form to the Principal or his/her designee. Coaches must submit the Deposit Form to the Athletic Director.
3. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will verify the Deposit Form, receipts, and substantiating documentation.
4. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will deposit the money in the student activity account.
5. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will file the bank receipt with the Deposit Form and substantiating documentation and make the corresponding entry into the books.

All checks to be deposited should be endorsed immediately upon receipt, showing a restrictive endorsement (i.e., "For Deposit Only"). Deposits for field trips and team trips (or other monies to be re-disbursed) must be in the bank before check requests drawn against funds collected will be processed.

All checks should be made out in the name of a specific school with a notation as to the activity, trip, or purpose of the check. This procedure applies to checks from any school-related fundraising efforts. No third party checks may be accepted. At no time should checks be made payable to individual advisors, parents or coaches, nor are advisors, parents or coaches permitted to accept checks made out to themselves or to cash.

Coaches and advisors must turn over cash and checks on a daily basis to the Principal or his or her designee and obtain a receipt.

### Required Approvals for Gifts or Donations

All gifts or donations to benefit an athletic team or student activity, whether monetary or in kind, must be pre-approved in the manner set forth below. Potential donors or school officials must complete a Contemplated Gift Form.

- Any gift of $499.99 or less must be approved by the Principal before being accepted or deposited.
- Any gift of $500.00 up to $1,999.99 must be approved by the Superintendent of Schools before being accepted or deposited.
- Any gift of $2,000.00 or more must be approved by the Darien Board of Education before being accepted or deposited.

**Anonymous Gifts or Donations**

Anonymous gifts or donations may be accepted by the District subject to the gifts and donation approval procedure listed above. While the District will honor donor requests to not publically acknowledge donors, any record maintained or kept by the District that includes the identity of the donor (e.g., a copy of a check) may be subject to disclosure under the Freedom of Information Act.

**Fundraising**

Any fund raising event, activity, or program must be reviewed for approval by the Principal or Athletic Director, as applicable, using a Fundraiser Approval Form. If a fundraising activity will require a withdrawal or disbursement from a student activity fund, then a Purchase/Payment Approval Form must also be submitted to the Principal as described in Section III, below. Accurate records with respect to distribution and receipts of inventories are required. Disbursements of funds raised through fundraisers must follow the same approval process as described in Section III, below. All contracts must be reviewed and approved by the Director of Finance.

Fundraising generally should be for a specific team, club or group based on financial needs. Fundraising goals shall be set and clearly communicated to donors in an effort to avoid raising surplus funds. Fundraising material shall clearly indicate the following: *"Amounts raised shall be used towards the designated purpose to the extent possible. In the event excess funds are raised, such funds shall be used to benefit the District's student athletics and extra-curricular activities."*

The majority of money raised should be for use in the current school year. All fundraising proceeds must be deposited in the student activity account. Cash should be deposited as cash and may not be converted into a personal check.

If a group no longer exists, has no student participation and does not have the intent to re-establish the group within the ensuing twelve months, the remaining funds will be considered surplus funds and be transferred to the General Activity Fund at the end of the school year.

In many cases, fundraising is a valuable learning experience for the students involved. Where age-appropriate, students should be involved in establishing the purpose for fundraising, developing methods of generating funds, and voting on the disbursements of funds. It is appropriate for coaches and advisors to guide the students in these processes, but it is inappropriate to "pressure" or overrule student decisions. In many cases this is a fine line, and common sense should prevail.

Monetary donations above the estimated value of the products or services being provided through a fundraiser (e.g., a donation of $200.00 for a candy bar fundraiser) are subject to the gifts

and donations approval process described above. In addition, regardless of the estimated value of the products or services being provided through a fundraiser, donations in an amount between $500.00 and $1,999.00 must be approved by the Superintendent of Schools and donations in an amount over $2,000.00 must be approved by the Darien Board of Education. As a result, coaches and activity advisors must keep records of individual donations and provide these breakdowns if the total amount raised exceeds the dollar thresholds described in the gifts and donations approval process above.

Games of chance/raffles are prohibited.

**Use of Student Activities Revenues**

From time to time, certain fundraisers/events will generate revenue without a specific purpose for expenditure. Those events may include: school pictures, lost books from the school library, Department Store and/or Supermarket giving campaigns.

Acceptable expenditures and uses of revenue from events listed above are limited to:

- Educational field trips and other activities planned for the benefit of students as recognition for accomplishments
- Student functions such as Open House, Parent Night, and Graduation
- Refreshments and snacks for meetings where the school serves as host for related activities for students. The expenditure from these functions requires an agenda and sign-in sheet
- Awards such as plaques, certificates, and school apparel in recognition of student accomplishments or service to the school or District
- Incentives for student involvement, participation and achievement
- Improvement of school communications such as bulletin boards, newsletters and signs
- School assembly services
- Student body social function costs
- Scholastic magazines for students
- Student organizational activities
- Need-based scholarships for students*
- Anything to support a student in school

*Scholarships may be granted to students at the discretion of the Principal, with approval from the Director of Finance. Scholarships must be documented using the Request for Scholarship Form and may not exceed $50.00 for each event or the cost of attending a school-sponsored trip, whatever is greater. Eligibility for a scholarship will be determined based on an evaluation of the hardship impacting the student, including such considerations as eligibility for free and reduced lunch, household income and/or the loss of job by a parent or guardian. Scholarships may be used for school-related items, events, and activities, including, but not limited to, field trips, yearbooks, school-wide events sponsored by the school and/or PTO (such as the Sound Tigers and picnics), school apparel, and book fairs. Principals should use their own discretion and be guided by the principles addressed in these student activity procedures. Any questions concerning the appropriateness of a disbursement should be directed to the Department of Finance & Operations.

**Prohibited Expenditures**

Student activity funds should not be used to offset normal operating costs/expenses like paper, desks, chairs, etc. It is also inappropriate to use student activity funds for teacher conferences, teacher professional development, teacher coffees, and other lunches that do not specifically involve students.

**Rebates**

When receiving money for trips, an accurate record of student deposits and destination costs are imperative for a successful trip. A full rebate for students who withdraw at the last minute should be the general rule. However, if a withdrawal by a student would result in a penalty to the entire group because of group size requirements, it is acceptable to determine a reasonable rebate penalty. It is the coach's or activity advisor's obligation to make such penalties clear at the onset of student participation. When in doubt, contact the Principal and/or the Director of Finance. Rebates should be made in a timely manner.

## III. GENERAL PROCEDURES FOR DISBURSING FUNDS:

**Payments and Disbursements**

Aside from funds budgeted by the Board of Education, payments for goods, services, or activities for a team or student activity generally must be paid directly by the District from the student activity fund. All purchases, withdrawals, and disbursements from student activity accounts ultimately must be preapproved by the Principal or his/her designee. In addition, for expenditures from student activity accounts relating to athletic teams, the Athletic Director must preapprove all purchases, withdrawals, and disbursements prior to approval by the Principal or his/her designee. Students are never authorized to make such purchases directly with a vendor. Coaches, activity advisors, and parents are not authorized to make purchases directly with vendors, except as noted in the "Reimbursements" section below. Disbursement checks may not be made out to "cash" and blank checks shall never be signed.

Disbursements for field trips, planned activities, or equipment should not be made or requested until all funds collected have been deposited in the bank. As several activities are generally served by one account, all activities must maintain a positive balance to avoid overdrafts.

*Athletic Teams*

All purchases, withdrawals, or disbursements from team activity accounts must be approved by the Athletic Director. With few exceptions, all purchases for the team must be made by coaches through the Athletics Secretary. The Board of Education will not pay for or reimburse any purchases that are made outside of established guidelines. Coaches should be the team's only contact with the Athletic Director and Athletics Secretary regarding purchases and payments.

Coaches requesting a purchase, withdrawal, or disbursement from a student activity account must complete the following steps:

1. The coach must complete and submit to the Athletics Secretary a Purchase/Payment Approval Form with supporting documentation (e.g., catalog information, event registration forms, etc.) that includes the cost and describes the goods, services, or events for which approval is requested.
2. The Athletics Secretary will process the request and forward the request to the Athletic Director who will review the Purchase/Payment Approval Form and supporting documentation for accuracy and will determine whether to approve the request. If the

Athletic Director approves the request, he or she will forward the request to the Principal or his/her designee for approval.

3. If the request is approved, a check will be issued and signed by the Principal or his/her designee or, alternatively, the Principal or his/he designee will make or authorize an electronic payment for the goods, services, and events. If payment is required after receipt of an invoice, the Principal or his/he designee will authorize such payment in the same manner upon receipt of the invoice.
4. Both the Athletic Director and the coach will retain a copy of the Purchase/Payment Approval Form, supporting documentation, and any receipts or invoices for record keeping.

*Non-Athletic Student Activity Groups*

Activity advisors requesting a purchase, withdrawal, or disbursement from a student activity account must complete the following steps:

1. The activity advisor must complete and submit to the Principal or his/her designee a Purchase/Payment Approval Form with supporting documentation (e.g., catalog information, event registration forms, etc.) that includes the cost and describes the goods, services, or events for which approval is requested.
2. The Principal or his/her designee will review the Purchase/Payment Approval Form and supporting documentation for accuracy and will determine whether to approve the request.
3. If the Principal or his/her designee approves the request for withdrawal/disbursement, he or she will issue a check signed by the Principal or his/her designee or, alternatively, will make or authorize an electronic payment for the goods, services, and events. If payment is required after receipt of an invoice, the Principal or his/her designee will authorize such payment in the same manner upon receipt of the invoice.
4. Both the Principal or his/her designee and activity advisor will retain a copy of the Purchase/Payment Approval Form, supporting documentation, and any receipts or invoices for record keeping.

**Reimbursements**

There are a limited group of purchases which can be made directly by coaches, activity advisors, or parents and then reimbursed through the student activity account (e.g., flowers for awards, gifts for seniors). These purchases must be preapproved by both the Principal or his/her designee and Athletic Director or Club Advisor, as applicable.

- Requests for reimbursement must be made using the Reimbursable Activity Approval Form and submitted to the Bursar.
- Reimbursements to individuals must be accompanied by original itemized receipts.
- Sales tax will not be reimbursed.
- Contact the Bursar for more information before the purchase is made.

Administrators reimbursing themselves for petty cash activities must have the reimbursement signed off by another administrator. IRS regulations require that payments to employees, no matter how small in amount, will be processed through payroll.

**Blue List**

Any team equipment (including uniforms) that is not returned at the end of the season is charged to the athlete on the schools' "Blue List". DHS has converted to an electronic Blue List (no paper forms any longer). Please contact the Athletics Secretary or the Bursar to place an athlete on the Blue List.

**Use of Funds to Hire Supplemental Staff**

Student activity funds should not be used to hire supplemental staff.

**Banquets**

Payments for banquets must be processed through the student activity account in the manner set forth above. Coaches, team members, or parents are not authorized to pay for a banquet in any other manner. Contact the Bursar in advance of the banquet for more information.

**Senior Gifts**

Gifts given to departing seniors are not an expectation of the athletics or other extra-curricular programs and are at the discretion of coaches and activity advisors. The value of gifts should not exceed $25.00 per student. Funds must be on deposit in the student activity account to pay for the gifts (Board of Education funds may not be used). Contact the Bursar for more information.

**Gifts for Coaches or Activity Advisors**

Students and parents shall be discouraged from routine presentation of gifts to coaches or activity advisors. When a student or parent feels a spontaneous desire to present a gift to a coach or activity advisor, the gift shall not be elaborate, unduly expensive or cash. The Board shall always consider as welcome, in most cases more appropriate than gifts, the writing of letters to coaches or activity advisors expressing gratitude or appreciation. Any collections for coaches' or advisors' gifts must be made outside of any collections for other activities and should not exceed a value of $50.00 dollars. Funds for coaches' or advisors' gifts must be held by a team or activity member or parent and may not be deposited into a student activity account. Contact the Bursar or Principal for more information.

**Forms W-9 and 1099 MISC**

Any vendor engaged to provide a service must complete and return an IRS Form W-9 which can be obtained at www.irs.gov. Payments to vendors reportable on IRS Form 1099-MISC will be paid through the normal student activity fund payment and disbursement process. Each school is responsible for identifying services that are subject to IRS Form 1099-MISC reporting requirements and obtaining a completed IRS Form W-9 from the vendor. All payments and disbursements will be entered into Munis by the Department of Finance & Operations. On an annual basis, the Department of Finance & Operations will prepare and file any required IRS Forms 1099-MISC. Any vendor who has any questions on this process or requests clarification should be directed to the Department of Finance & Operations.

**DARIEN PUBLIC SCHOOLS**
**APPROVED STUDENT ACTIVITY FUNDS**

In accordance with the Darien Public School's Student Activities Accounting Manual, the following student activity funds have been authorized by the Director of Finance of the Darien Public Schools.

| Name of Fund | Fund Location | Authorized Signor(s) | Purpose of Fund |
|---|---|---|---|
| Darien High School Student Activity Fund | Darien High School | | |
| Middlesex Middle School Student Activity Fund | Middlesex Middle School | | |
| Ox Ridge Elementary School Student Activity Fund | Ox Ridge Elementary School | | |
| Tokeneke School Student Activity Fund | Tonkeneke School | | |
| Holmes Elementary School Student Activity Fund | Holmes Elemetary School | | |
| Hindley Elementary School Student Activity Fund | Hindley Elementary School | | |
| Royle Elementary School Student Activity Fund | Royle Elementary School | | |

**DARIEN PUBLIC SCHOOLS**
**DARIEN HIGH SCHOOL STUDENT ACTIVITY FUND**

In accordance with the Darien Public School's Student Activities Accounting Manual, the following sub-accounts have been authorized by the Principal of the Darien High School.

| Activity Fund Sub-Account | Account Advisor | Purpose of Sub-Account |
|---|---|---|

# DARIEN PUBLIC SCHOOLS
# STUDENT ACTIVITY FUND DEPOSIT FORM

***Deposit Information:***

| | |
|---|---|
| Cash | $ _____ |
| Checks | $ _____ |
| Other | $ _____ |
| Total | $ _____ |

Description of Source and Purpose of Funds:

_____

_____

_____

Collected by: _____ Date: _____

Deposited by: _____ Date: _____

Substantiating documentation attached: Yes _____ No _____

(i.e. duplicate-copy receipts, pre-numbered tickets, student lists, list of items sold)

***Accounting Information:***

Activity Fund Location: _____

Activity Fund Sub-account: _____

Does deposit require an approved Contemplated Gift Form? Yes _____ No _____

(if yes, attach copy of form)

Does deposit require an approved Fundraising Request Form? Yes _____ No _____

(if yes, attach copy of form)

Approved by*: _____ Date: _____

* The Deposit Form, receipts, substantiating documentation and required forms shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

**DARIEN PUBLIC SCHOOLS**
**STUDENT ACTIVITY FUND PURCHASE/PAYMENT APPROVAL FORM**

***Purchasing Information:***

Description of Purchase:

_____

_____

_____

Vendor Name: _____ P.O. Amount: _____
Address: _____
_____

Are sufficient funds available in the Activity Fund Sub-account? Yes _____ No _____

Requested by: _____ Date: _____

***Payment Information:***

Payee Name: _____ Check Date: _____
Address: _____ Check Number: _____
_____ Check Amount: _____

Is payment for services subject to IRS Form 1099-MISC reporting requirements? Yes _____ No _____
If yes, obtain and attach Form W-9 Request for Taxpayer Identification Number and Certification.

Tax ID/SS #: _____

Requested by: _____ Date: _____

***Accounting Information:***

Activity Fund Location: _____
Activity Fund Sub-account: _____

Substantiating documentation attached: Yes _____ No _____
(i.e. invoices, itemized receipts, registration forms, Scholarship Request Form)

Approved by**: _____ Date: _____

* Payments to vendors for services subject to IRS 1099 reporting requirements are required to be paid through the General Student Activities Fund. The General Student Activities Fund will then be reimbursed from the requesting activity fund location or sub-account.

** All purchases, withdrawals, and disbursements shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

# DARIEN PUBLIC SCHOOLS
# STUDENT ACTIVITY FUND TRANSFER APPROVAL FORM

***Transfer Information:***

| | Transfer From | Transfer To |
|---|---|---|
| Activity Fund Location: | _____ | _____ |
| Activity Fund Sub-account: | _____ | _____ |

Amount of Transfer: _____

Request for Transfer:

_____

_____

_____

Requested by: _____ Date: _____

Approved by*: _____ Date: _____

* Transfers shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable. Approval from the Director of Finance is required for any tranfers from the General Student Activity Fund.

# DARIEN PUBLIC SCHOOLS
# CONTEMPLATED GIFT FORM

***Gift Information:***

Donor(s): _____

_____

Description and Purpose of Proposed Gift:

_____

_____

_____

Is the value of the gift(s) $500.00 or more? Yes _____ No _____
(donated materials or services should be estimated based on fair value provided)

If value is $500.00 or more, place a check in one of the following categories of value for the proposed gift.

$500 - $1,000 _____
$1,000 - $2,000 _____
> $2,000 _____

Prepared by: _____ Date: _____

Notes on actions taken by Superintendent of Schools, if any:

_____

_____

Notes on actions taken by the Board of Education, if any:

_____

_____

Has gift been accepted? Yes _____ No _____

Approved by*: _____ Date: _____

***Accounting Information:***

Activity Fund Location: _____
Activity Fund Sub-account: _____

* Any gift of $499.99 or less must be approved by the Principal before being accepted. Any gift of $500.00 up to $1,999.99 must be approved by the Superintendent of Schools before being accepted. Any gift of $2,000.00 or more must be approved by the Darien Board of Education before being accepted.

# DARIEN PUBLIC SCHOOLS
# FUNDRAISING REQUEST FORM
# PART 1 OF 2

***Fundraising Information:***

Note: Prior to requesting a fundraiser, student activity groups are required to request if funding is available through the General Student Activity Fund. Requests should be made directly to the Director of Finance using the Transfer Request Form.

Has the student activity group requested funding from the General Student Activity Fund? Yes _____ No _____

Purpose of Fundraiser (what is the intended use of funds?):

_____

_____

_____

Source of Funds:

Gift/donations _____
Solicitation _____
Sale of goods (specify) _____
Sale of services (specify) _____

Fundraising goal _____
(amount needed to meet the stated purpose of the fundraiser)

Does the intended use of funds create a threat to compliance with Title IX equity requirements? Yes _____ No _____

If yes, has the threat of compliance been discussed with the Superintendent of School. Yes _____ No _____

Describe conclusion reached regarding compliance with Title IX equity requirements:

_____

_____

_____

Requested by: _____ Date: _____
Approved by*: _____ Date: _____

* All fundraising requests shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

**DARIEN PUBLIC SCHOOLS**
**FUNDRAISING REQUEST FORM**
**PART 2 OF 2**

***Fundraising Results:***

Amount raised $ _____
Fundraising goal $ _____
Surplus (deficit) $ _____

Planned use of surplus funds raised:
(money raised should normally be used during the current school year; surplus funds raised are subject to transfer to the General Student Activity Fund to be used for the benefit of the District's student athletics and extra-curricular activities).

_____
_____
_____

Prepared by: _____ Date: _____

***Accounting Information:***

Primary Activity Fund Location: _____
Primary Activity Fund Sub-account: _____
Amount deposited: _____

Secondary Activity Fund Location: _____
Secondary Activity Fund Sub-account: _____
Amount deposited: _____

Approved by*: _____ Date: _____

* All fundraising results shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

# DARIEN PUBLIC SCHOOLS
# SCHOLARSHIP REQUEST FORM

***Scholarship Information:***

Name of Student: _____

Purpose of Scholarship (what is the intended use of scholarship?):

_____

_____

_____

Estimated or actual cost of activity? $ _____

Portion to be contributed by student? $ _____

Amount of scholarship requested? $ _____

Describe the hardship impacting the student and what information was obtained to verify the hardship:

_____

_____

_____

_____

Amount of Scholarship authorized? $ _____ *

Granted by**: _____ Date: _____

Approved by**: _____ Date: _____

* Scholarships may not exceed $50.00 for each event or the cost of attending a school-sponsored trip, whatever is greater.

** *Scholarships may be granted to students at the discretion of the Principal, with approval from the Director of Finance.

# DARIEN PUBLIC SCHOOLS

## Student Activities Accounting Manual

2016-2017~~2015-2016~~

Adopted by the Board of Education:
Insert date

# GUIDELINES TO STUDENT ACTIVITY FUND ACCOUNTING

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## INTRODUCTION:

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Public school districts in the State of Connecticut have authority to establish and maintain student activity funds under Section 10-237 of the Connecticut General Statutes. Pursuant to this authority, the Darien Board of Education (the "District") has adopted policies and procedures governing the establishment and use of Student Activity Funds and this accounting manual to implement such policies and procedures.

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Under state law, student activity funds are considered District accounts and must be audited by the auditor annually in the same manner as all other accounts as required by law.

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The following manual is established to govern procedures relating to student activity funds to ensure that efficient procedures are available for the creation, operation, management, supervision and culmination of such funds. These guidelines apply to all school district staff who raise or handle student activity funds or who are involved in fundraisers for or gifts to the school system.

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## PURPOSE OF STUDENT ACTIVITY FUNDS:

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Connecticut General Statute 10-237 provides for Boards of Education to establish and maintain school activity funds that are used for the educational benefit of currently enrolled students. Student activity funds are to be used in ways that complement but do not conflict with instructional programs, that supplement but do not take the place of programs or services which should be funded through the regular district operating/capital budgets. The District is responsible for establishing procedures that define and regulate how and for what purposes expenditures from and donations to student activity funds can be made.

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The raising and expending of student activity funds should promote the general welfare, education, and morale of the students and to finance the athletic and extra-curricular activities of the student body organization. The management of student activity funds shall be in accordance with sound financial practices, including sound budgetary and accounting procedures and thorough audits.

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The Darien Public Schools appreciates and welcomes the generosity of community members' and groups' financial contributions to benefit student athletics and extra-curricular activities. At the same time, the District has an obligation to ensure proper oversight of student activity funds, including compliance with accounting requirements and equity requirements under Title IX of the Education Amendments of 1972 and its implementing regulations. As a result, aside from funds provided by the Board of Education, all financial support to athletic and extra-curricular activities must be processed through a student activity fund and comply with applicable procedures. This requirement applies to financial support to benefit student athletics or extra-curricular activities made by outside sources, including, but not limited to, individuals, community groups, parent-teacher organizations or associations, and booster clubs.

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Regardless of the original source of funds used to finance school activities, the District is ultimately responsible for the funds raised in compliance with the fundraising section ~~as referenced on page 6~~ and how they are spent. As a result, administrators, coaches, teachers, and student activity advisors are responsible for ensuring these funds are processed and spent appropriately and in accordance with these procedures.

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If Principals, coaches or activity advisors have questions regarding these regulations, please contact the District's Director of Finance ~~at 203-656-7405~~ for clarification.

## I. MANAGEMENT AND SUPERVISION OF STUDENT ACTIVTY FUNDS:

### Establishment of Funds

Student activity funds may only be established with the written consent of the Director of Finance. A detailed listing of all approved student activity funds will be maintained by the Director of Finance. This listing will include the a) the name of the fund, b) the location of the fund, c) the authorized signer(s) of the fund, and d) the purpose of the fund. Financial records will be kept at individual schools, except for~~if~~ financial records relating to the General Student Activity Fund, which will be kept at the District's Department of Finance & Operations. ~~.~~ Each school will maintain a detailed listing of authorized sub-accounts for each student activity fund. This listing will include a) a description of the sub-account, b) the coach or activity advisor responsible for oversight of the sub-account, and c) the purpose of the sub-account. ~~Coaches and activity advisors must also maintain financial records of receipts, expenses and financial standing of the specific activity.~~ Coaches and activity advisors may not establish separate funds or accounts in their names, parents' names, or the name of the any school for the benefit of their teams or activities.

***General Student Activity Fund***

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The Department of Finance & Operations shall establish a General Student Activity Fund (the "General Activity Fund"). The General Activity Fund shall be established to maintain unrestricted donations made to the District to support general student activities and to maintain surplus funds, as defined herein. In lieu of fundraising or student fees, funds maintained in the General Activity Fund may be requested for use by coaches, activity advisors, or student groups to support student related activities. Use of such funds may only be used upon written request and requires approval of the Director of Finance. (see student activity fund/purchase approval form)

*Surplus Funds*

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At the end of each school year, surplus funds maintained within a student activity fund or a sub-account of a student activity fund shall be identified and transferred to the General Activity Fund. Surplus funds are funds held within a student activity fund or a sub-account of a student activity fund that is considered to be in excess of the immediate cash needs of the student group. In general, the amount of surplus funds held at the end of each school year should be governed by the needs of the activity for which the funds are being maintained.

For each of the student activity funds held at the District's elementary schools, surplus funds have been defined as the balance of funds held in excess of $1,000 at the end of each school year.

For all athletic, club or general sub-accounts, surplus funds have been defined as uncommitted funds held at the end of each school year in excess of the annual recurring disbursements made within the sub-account for the most recently completed school year. Uncommitted funds are defined as funds that have not been restricted or committed. Restricted funds are considered funds that can only be spent for the specific purpose stipulated by donors. Committed funds are considered funds that a) have been committed for a specific purpose that is considered nonrecurring in nature and b) the funds are expected to be disbursed within the subsequent school year. The amount and purpose of any restricted or committed funds held at the end of each school year should be documented by the coaches or activity advisor and shall be submitted for approval to the Director of Finance.

For student class sub-accounts, surplus funds may be carried forward each school year until graduation. Upon a class's graduation, the sub-account must be closed after all class obligations are paid. Any remaining funds shall be transferred to the General Activity Fund, with the exception of funds left by the class for purposes of providing future scholarships. Leaving funds for such scholarships must be approved by the Director of Finance and such funds shall be transferred to a separate account held for such purposes.

Interest earned on student activity funds will be considered surplus funds and shall be transferred to the General Activity Fund.

**Use of Funds**

Student activity funds may only be used to support authorized athletics, extra-curricular activities, and other school-related activities and are governed by state law and the rules and regulations of the Darien Board of Education.

Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money. Student activity funds may not be used for any purpose that represents an accommodation, loan, or credit to any person.

~~Darien High School Class Accounts~~

~~A student activities account may be established for each individual class at Darien High School for the purpose of receiving funds and paying class obligations. Upon a class's graduation, the account must be closed after class obligations are paid. The determination of the use of any anticipated balances should be determined by class officers prior to graduation. The only exception to the above regulation is if the class leaves funds for future scholarship purposes. Leaving funds for such scholarships must be approved by the Principal and the Director of Finance.~~

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**Oversight by Central Administration**

The Darien Board of Education has designated the Director of Finance to serve as the treasurer of all school activity funds within the District, and the Principal, or his/her designee, of each school, and/or the Athletic Director as appropriate, to serve as trustee for the individual funds maintained in each school building. The Director of Finance shall have the responsibility and authority to implement all procedures and rules pertaining to the supervision and administration of student activity funds in schools in accordance with state law and established policies and regulations of the Darien Public Schools and the Darien Board of Education. The Director of Finance will update and distribute these procedures annually. Distribution will include but not be limited to the following: All Principals, Office Secretaries, Bursars at MMS and HS and Athletic Director. The Athletic Director will disburse to all coaches and staff.

**Supervision of Student Activity Funds**

Each Principal, as trustee for the fund, is responsible for all student activity funds within the school, including the proper handling and use of funds and compliance with District procedures. Each Principal or his/her designee is responsible for ensuring the maintenance of records identifying resources, obligations, and the origination of revenues through written receipts. The Principal or

his/her designee must provide all required approvals for raising and spending student activity funds as provided in these procedures.

The Athletic Director shares responsibility with the Principal or his/her designee for supervising student activity funds for athletic teams, including the proper handling and use of funds and compliance with District procedures. The Athletic Director should maintain copies of records identifying resources, obligations, and the origination of revenues through written receipts. The Athletic Director is responsible for ensuring coaches comply with record keeping and approval requirements as provided in these procedures. In addition to the Principal or his/her designee, the Athletic Director must provide approval for raising and spending student activity funds for athletic teams as provided in these procedures.

**Responsibilities for Student Activity Funds at the Team and Activity Level**

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Coaches, faculty advisors of student activities, or other staff members involved in the handling or spending of student activity funds are responsible for managing such funds in a manner that complies with District procedures, including the requirement that, aside from funds provided by the Board of Education, all financial support to athletic and extra-curricular activities must be processed through a student activity fund and comply with applicable procedures. Coaches and activity advisors must maintain financial records for their respective activity groups in addition to the records kept by the Principal or his/her designee.

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**Student Activity Fund Budgeting**

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The Darien Board of Education provides an amount of money for each athletic team and certain other student activities in its annual operating budget. Additional funds may be raised to augment these Board of Education funds through fundraisers, gifts/donations (refer to the District's gift policy), or direct assessments to student members. Funds raised must be deposited with the appropriate student activity account.

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**Athletic Teams**

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The Athletic Director in coordination with the ~~serves as the~~ Title IX coordinator (Human Resource Director) will assist ~~and is responsible for~~ in managing the District's efforts to comply with its obligations under Title IX. As part of considering compliance, ~~B~~before each athletic season starts, coaches~~, and possibly parents,~~ of the respective activity will meet with the Athletic Director to establish a budget for the team. At this meeting the Athletic Director will confirm the funds in the Board of Education budget and the team's activity account (if any), ~~and~~ review the team's planned spending for the year, and identify and address any potential Title IX compliance issues with the Director of Human Resources that might arise during the budgeting process.

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If no Title IX compliance issues have been identified and there is a shortfall between funds on hand and anticipated purchases, the team ~~coach team will first request funds from the General Activity Account. If funds are not available from the General Activity Account, the team~~ can either hold a fundraiser or the coach can request that the~~have~~ athletes pay directly. All planned spending and fundraising must be pre-approved by the Athletic Director and Principal and/or designee~~ only after request has been made for funds from the General Activity Account~~. Approved budgets by the Athletic Director shall be provided to the Director of Finance for review and shall be maintained in the Department of Finance & Operations. ~~Coaches should complete an "Athletics Purchasing Worksheet" with the Athletic Director for budget approval.~~ Any team/club/organization can apply for and request funds through the general student account.

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**Audits**

Student activity records and financial procedures shall be subject to periodic and random audits by internal personnel. In addition, as specified in Conn. Gen. Stat. § 10-237, the Town Auditor shall conduct an annual audit each year in the same manner as all other Town Accounts. Copies of the audit report shall be maintained as a permanent record.

**Reconciliation and Periodic Reporting~~Monthly Financial Statements~~**

Each month, the~~the~~ Department of Finance & Operations ~~Principal or his/her designee~~ will assist the schools in reconcilinge the bank statement for each~~the~~ student activity fund. At the end (June 30th) and mid-point (December 31st) of the fiscal year, each school will ~~and~~ prepare and provide a report identifying~~ndicating~~ a) the balance ~~status of~~ of, and b) the detail of the activity within each student activity sub-account. This report shall be provided to the Department of Finance & Operations and to the ~~individual activities accounts and provide the report to the activity~~ advisor or coach overseeing the activity. Upon receipt, the ~~activity~~ advisor or coach shall~~will~~ review the detail of activity and compare such activity ~~deposits and expenses made to the accounts~~ with their records of receipts and disbursements~~expenses~~. Any discrepancies should be reported immediately to the Department of Finance & Operations. Upon approval of the advisor or coach, this report shall be provided to the Superintendent for review. Any significant reconciliation or financial issues identified during the reconciliation and reporting process shall be communicated to the Board of Education by the Superintendent in a timely manner.

~~A member of the Finance staff will assist schools in reconciling bank statements. A copy of these monthly reports will be sent monthly to the Finance Office. Any discrepancies should be reported to the Finance Office immediately, but no later than two (2) business days. A monthly summary of the district's student activities will be provided to the Superintendent and the Board of Education.~~

Sports and certain activities vary during the school year. Outside the season of a particular sport or activity, a coach or activity advisor may request financial status reports on demand as needed. ~~rather than monthly due to the nature of the activity.~~

## II. GENERAL PROCEDURES FOR RECEIVING FUNDS AND GIFTS:

All money collected to benefit an athletic team or student activity must be processed through a student activity fund.

**Collection and Deposit of Cash and Checks**

All money collected must be substantiated by duplicate-copy receipts, pre-numbered tickets, student lists, lists of items sold, or some other auditable record ("substantiating documentation").

For all money collected, coaches and activity advisors, or other staff must complete the following steps:

1. The coach or activity advisor must count all receipts.
2. The coach or activity advisor must complete and submit a~~n athletic~~ Ddeposit Fform indicating the name of the team, student activity, or organization and the amount of receipts and provide the applicable substantiating documentation. Activity advisors of non-athletic groups and organizations must submit the Deposit Form to the Principal or his/her designee. Coaches must submit the Deposit Form to the Athletic Director.

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3. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will verify the Deposit Form, receipts, and substantiating documentation.
4. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will deposit the money in the student activity account.
5. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will file the bank receipt with the Deposit Form and substantiating documentation and make the corresponding entry into the books.

All checks to be deposited should be endorsed immediately upon receipt, showing a restrictive endorsement (i.e., "For Deposit Only"). Deposits for field trips and team trips (or other monies to be re-disbursed) must be in the bank before check requests drawn against funds collected will be processed.

All checks should be made out in the name of a specific school with a notation as to the activity, trip, or purpose of the check. This procedure applies to checks from any school-related fundraising efforts. No third party checks may be accepted. At no time should checks be made payable to individual advisors, parents or coaches, nor are advisors, parents or coaches permitted to accept checks made out to themselves or to cash.

Coaches and advisors must turn over cash and checks on a daily basis to the Principal or his or her designee and obtain a receipt.

**Required Approvals for Gifts or Donations**

All gifts or donations to benefit an athletic team or student activity, whether monetary or in kind, must be pre-approved in the manner set forth below. Potential donors or school officials must complete a Contemplated Gift Form.

- Any gift of $499.99 or less must be approved by the Principal before being accepted or deposited.
- Any gift of $500.00 up to $1,999.99 must be approved by the Superintendent of Schools before being accepted or deposited.
- Any gift of $2,000.00 or more must be approved by the Darien Board of Education before being accepted or deposited.

**Anonymous Gifts or Donations**

Anonymous gifts or donations may be accepted by the District subject to the gifts and donation approval procedure listed above. While the District will honor donor requests to not publically acknowledge donors, any record maintained or kept by the District that includes the identity of the donor (e.g., a copy of a check) may be subject to disclosure under the Freedom of Information Act.

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**Fundraising**

Any fund raising event, activity, or program must be reviewed for approval by the Principal or Athletic Director, as applicable, using a Fundraiser Approval Form. If a fundraising activity will require a withdrawal or disbursement from a student activity fund, then a Purchase/Payment Approval Form must also be submitted to the Principal as described in Section III, below. Accurate

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records with respect to distribution and receipts of inventories are required. Disbursements of funds raised through fundraisers must follow the same approval process as described in Section III, below. All contracts must be reviewed and approved by the Director of Finance~~Bursar~~.

Fundraising generally should be for a specific team, club or group based on financial needs. ~~The majority of money raised should be used in the current school year and only minimal carry-over from year to year will be allowed. All fundraising proceeds must be deposited in the student activity account. Cash should be deposited as cash and may not be converted into a personal check.~~

~~, or activity needs. Fundraising should only be performed after a request for funds from the General Activity Fund has been made.~~ Fundraising goals shall be set and clearly communicated to donors in an effort to avoid raising surplus funds. Fundraising material shall clearly indicate the following: *"Amounts raised shall be used towards the designated purpose to the extent possible. In the event excess funds are raised, such funds shall be used to benefit the District's student athletics and extra-curricular activities".*

The majority of money raised should be for used in the current school year. ~~and only minimal carry-over from year to year will be allowed.~~ All fundraising proceeds must be deposited in the student activity account. Cash should be deposited as cash and may not be converted into a personal check.

~~The majority of money raised should be used in the current school year and only minimal carry-over from year to year will be allowed. All fundraising proceeds must be deposited in the student activity account. Cash should be deposited as cash and may not be converted into a personal check.~~

If a group no longer exists, has no student participation and does not have the intent to re-establish the group within the ensuing twelve months, the remaining funds will be considered surplus funds and be transferred to the General Activity Fund at the end of the school year. ~~equally distributed among all existing activity funds as of June 30 of the following school year.~~

In many cases, fundraising is a valuable learning experience for the students involved. Where age-appropriate, students should be involved in establishing the purpose for fundraising, developing methods of generating funds, and voting on the disbursements of funds. It is appropriate for coaches and advisors to guide the students in these processes, but it is inappropriate to "pressure" or overrule student decisions. In many cases this is a fine line, and common sense should prevail.

Monetary donations above the estimated value of the products or services being provided through a fundraiser (e.g., a donation of $200.00 for a candy bar fundraiser) are subject to the gifts and donations approval process described above. In addition, regardless of the estimated value of the products or services being provided through a fundraiser, donations in an amount between $500.00 and $1,999.00 must be approved by the Superintendent of Schools and donations in an amount over $2,000.00 must be approved by the Darien Board of Education. As a result, coaches and activity advisors must keep records of individual donations and provide these breakdowns if the total amount raised exceeds the dollar thresholds described in the gifts and donations approval process above.

Games of chance/raffles are prohibited.

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## Use of Student Activities Revenues

From time to time, certain fundraisers/events will generate revenue without a specific purpose for expenditure. Those events may include: school pictures, lost books from the school library, Department Store and/or Supermarket giving campaigns.

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Acceptable expenditures and uses of revenue from events listed above are limited to:

- Educational field trips and other activities planned for the benefit of students as recognition for accomplishments
- Student functions such as Open House, Parent Night, and Graduation
- Refreshments and snacks for meetings where the school serves as host for related activities for students. The expenditure from these functions requires an agenda and sign-in sheet
- Awards such as plaques, certificates, and school apparel in recognition of student accomplishments or service to the school or District
- Incentives for student involvement, participation and achievement
- Improvement of school communications such as bulletin boards, newsletters and signs
- School assembly services
- Student body social function costs
- Scholastic magazines for students
- Student organizational activities
- Need-based scholarships for students*
- Anything to support a student in school

Comment [x2]:

*Scholarships may be granted to students at the discretion of the Principal, with approval from the Director of Finance. Scholarships must be documented using the Request for Scholarship Form and may not exceed $50.00 for each event or the cost of attending a school-sponsored trip, whatever is greater. Eligibility for a scholarship will be determined based on an evaluation of the hardship impacting the student, including such considerations as eligibility for free and reduced lunch, household income and/or ~~predetermined through the free and reduced lunch process. Students from families who are not eligible for free and reduced lunch but who have experienced a substantial "life event" may qualify for such scholarships. A "life event" that presents a hardship may include~~ the loss of job by a parent or guardian. ~~, job transition, or divorce.~~ Scholarships may be used for school-related items, events, and activities, including, but not limited to, field trips, yearbooks, school-wide events sponsored by the school and/or PTO (such as the Sound Tigers and picnics), school apparel, and book fairs. Principals should use their own discretion and be guided by the principles addressed in these student activity procedures. Any questions concerning the appropriateness of a disbursement should be directed to the Department of Finance & Operations~~Office~~.

## Prohibited Expenditures

Student activity funds should not be used to offset normal operating costs/expenses like paper, desks, chairs, etc. It is also inappropriate to use student activity funds for teacher conferences, teacher professional development, teacher coffees, and other lunches that do not specifically involve students.

**Rebates**

When receiving money for trips, an accurate record of student deposits and destination costs are imperative for a successful trip. A full rebate for students who withdraw at the last minute should be the general rule. However, if a withdrawal by a student would result in a penalty to the entire group because of group size requirements, it is acceptable to determine a reasonable rebate penalty. It is the coach's or activity advisor's obligation to make such penalties clear at the onset of student participation. When in doubt, contact the Principal and/or the Director of Finance. Rebates should be made in a timely manner.

## III. GENERAL PROCEDURES FOR DISBURSING FUNDS:

**Payments and Disbursements**

Aside from funds budgeted by the Board of Education, payments for goods, services, or activities for a team or student activity generally must be paid directly by the District from the student activity fund. All purchases, withdrawals, and disbursements from student activity accounts ultimately must be preapproved by the Principal or his/her designee. In addition, for expenditures from student activity accounts relating to athletic teams, the Athletic Director must preapprove all purchases, withdrawals, and disbursements prior to approval by the Principal or his/her designee. Students are never authorized to make such purchases directly with a vendor. Coaches, activity advisors, and parents are not authorized to make purchases directly with vendors, except as noted in the "Reimbursements" section below. Disbursement checks may not be made out to "cash" and blank checks shall never be signed.

Disbursements for field trips, planned activities, or equipment should not be made or requested until all funds collected have been deposited in the bank. As several activities are generally served by one account, all activities must maintain a positive balance to avoid overdrafts.

*Athletic Teams*

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All purchases, withdrawals, or disbursements from team activity accounts must be approved by the Athletic Director. With few exceptions, all purchases for the team must be made by coaches through the Athletics Secretary. The Board of Education will not pay for or reimburse any purchases that are made outside of established guidelines. Coaches should be the team's only contact with the Athletic Director and Athletics Secretary regarding purchases and payments.

Coaches requesting a purchase, withdrawal, or disbursement from a student activity account must complete the following steps:

1. The coach must complete and submit to the Athletics Secretary a Purchase/Payment Approval Form with supporting documentation (e.g., catalog information, event registration forms, etc.) that includes the cost and describes the goods, services, or events for which approval is requested.
2. The Athletics Secretary will process the request and forward the request to the Athletic Director who will review the Purchase/Payment Approval Form and supporting documentation for accuracy and will determine whether to approve the request. If the Athletic Director approves the request, he or she will forward the request to the Principal or his/her designee for approval.

3. If the request is approved, a check will be issued and signed by the Principal or his/her designee or, alternatively, the Principal or his/he designee will make or authorize an electronic payment for the goods, services, and events. If payment is required after receipt of an invoice, the Principal or his/he designee will authorize such payment in the same manner upon receipt of the invoice.
4. Both the Athletic Director and the coach will retain a copy of the Purchase/Payment Approval Form, supporting documentation, and any receipts or invoices for record keeping.

*Non-Athletic Student Activity Groups*

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Activity advisors requesting a purchase, withdrawal, or disbursement from a student activity account must complete the following steps:

1. The activity advisor must complete and submit to the Principal or his/her designee a Purchase/Payment Approval Form with supporting documentation (e.g., catalog information, event registration forms, etc.) that includes the cost and describes the goods, services, or events for which approval is requested.
2. The Principal or his/her designee will review the Purchase/Payment Approval Form and supporting documentation for accuracy and will determine whether to approve the request.
3. If the Principal or his/her designee approves the request for withdrawal/disbursement, he or she will issue a check signed by the Principal or his/her designee or, alternatively, will make or authorize an electronic payment for the goods, services, and events. If payment is required after receipt of an invoice, the Principal or his/her designee will authorize such payment in the same manner upon receipt of the invoice.
4. Both the Principal or his/her designee and activity advisor will retain a copy of the Purchase/Payment Approval Form, supporting documentation, and any receipts or invoices for record keeping.

**Reimbursements**

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There are a limited group of purchases which can be made directly by coaches, activity advisors, or parents and then reimbursed through the student activity account (e.g., flowers for awards, gifts for seniors). These purchases must be preapproved by both the Principal or his/her designee and Athletic Director or Club Advisor, as applicable.

- Requests for reimbursement must be made using the Reimbursable Activity Approval Form and submitted to the Bursar.
- Reimbursements to individuals must be accompanied by original itemized receipts.
- Sales tax will not be reimbursed.
- Contact the Bursar for more information before the purchase is made.

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Administrators reimbursing themselves for petty cash activities must have the reimbursement signed off by another administrator. IRS regulations require that payments to employees, no matter how small in amount, will be processed through payroll.

**Blue List**

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Any team equipment (including uniforms) that is not returned at the end of the season is charged to the athlete on the schools' "Blue List". DHS has converted to an electronic Blue List

(no paper forms any longer). Please contact the Athletics Secretary or the Bursar to place an athlete on the Blue List.

**Use of Funds to Hire Supplemental Staff**

Student activity funds should not be used to hire supplemental staff.

**Banquets**

Payments for banquets must be processed through the student activity account in the manner set forth above. Coaches, team members, or parents are not authorized to pay for a banquet in any other manner. Contact the Bursar in advance of the banquet for more information.

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**Senior Gifts**

Gifts given to departing seniors are not an expectation of the athletics or other extra-curricular programs and are at the discretion of coaches and activity advisors. The value of gifts should not exceed $25.00 per student. Funds must be on deposit in the student activity account to pay for the gifts (Board of Education funds may not be used). Contact the Bursar for more information.

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**Gifts for Coaches or Activity Advisors**

Students and parents shall be discouraged from routine presentation of gifts to coaches or activity advisors. When a student or parent feels a spontaneous desire to present a gift to a coach or activity advisor, the gift shall not be elaborate, unduly expensive or cash. The Board shall always consider as welcome, in most cases more appropriate than gifts, the writing of letters to coaches or activity advisors expressing gratitude or appreciation. Any collections for coaches' or advisors' gifts must be made outside of any collections for other activities and should not exceed a value of $50.00 dollars. Funds for coaches' or advisors' gifts must be held by a team or activity member or parent and may not be deposited into a student activity account. Contact the Bursar or Principal for more information.

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**Forms W-9 and 1099 MISC**

Any vendor engaged to provide a service must complete and return an IRS Form W-9 which can be obtained at www.irs.gov. Payments to vendors reportable on IRS Form 1099-MISC will be paid through the normal student activity fund payment and disbursement process. Each school is responsible for identifying services that are subject to IRS Form 1099-MISC reporting requirements and obtaining a completed IRS Form W-9 from the vendor. All payments and disbursements will be entered into Munis by the Department of Finance & Operations.~~the Board of Education and then reimbursed from the Student Activity Fund. The Board of Education will apply backup withholding to any payment if necessary with regard to any vendor who does not properly document a taxpayer identification number or where directed by the IRS.~~ On an annual basis, the Department of Finance & Operations ~~The Board of Education~~ will prepare and file any required IRS Forms 1099-MISC. Any vendor who has any questions on this process or requests clarification should be directed to the Department of Finance & Operations~~Finance Office~~.

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**Contacts**

| | | | |
|---|---|---|---|
| Superintendent: | Daniel Brenner, Ph.D | 656-7412 | **DBrenner@darienps.org** |
| Assistant Superintendent: | Susie Da Silva, Ed.D | 656-7411 | **SDaSilva@darienps.org** |
| Finance Director: | Michael Feeney | 656-7405 | **MFeeney@darienps.org** |
| Athletic Director: | Christopher Manfredonia | 655-3981 Ext 2263 | **CManfredonia@darienps.org** |
| Athletics Secretary: | Cindy Fraioli | 655-3981 ext. 2241 | **CFraioli@darienps.org** |
| Darien High School Bursar: | Meg Ricci | 655-3981 ext. 2318 | **MRicci@darienps.org** |

# DARIEN PUBLIC SCHOOLS

## Contemplated Gift Form

Gift intended for — Person(s) or Group Offering Gift(s)
— (Check appropriate responses)

_____ Hindley _____
_____ Holmes _____
_____ Ox Ridge
_____ Contact person-This may be a gift giver or a building administrator
_____ Royle — Name _____
_____ Address _____
_____ Tokeneke _____
_____ Middlesex Middle School
_____ Tele _____
_____ Darien High School
_____ Fax _____
_____ District — e-mail _____

Description of proposed gift(s), including the form in which it (they) will be given (e.g.–money, materials, services, etc.) and for what purpose(s). The description has to be sufficiently specific to allow administration to determine whether items 2, 3, or 4 of the guidelines specified in "Administration Regulation JG-Public Gifts to the Schools" apply.

_____

**Questions continued on back of this sheet**
**Please answer the following questions:**

Is the value of the gift(s) $ 500.00 or more? _____ Yes _____ No
Note: If the proposed gift involves donated materials or services please place an estimated dollar value on them.

If your answer to the previous question is Yes please check one of the following categories of value for the proposed gift(s).

_____ 500-1,000 _____ 5,000-10,000

_____ 1,000-2,000 _____ 10,000-15,000

_____ 2,000-3,000 _____ 15,000-20,000

_____ 3,000-4,000 _____ 20,000+

_____ 4,000-5,000

_____ Do not write below this line

~~Status: Date received by Superintendent~~ _____

~~Notes on actions by Superintendent of Schools~~

~~Actions, if any, by the Board of Education~~

~~Final disposition of the gift offer~~

~~Acknowledgement of Gift~~ _____

**DARIEN** PUBLIC SCHOOLS
Finance Department

# Memorandum

**To:** **Daniel Brenner, Ph.D., Superintendent of Schools**

**From:** **Michael E. Feeney, Director of Finance and Operations**

**Date:** **September 28, 2016**

**RE:** **403(b) Retirement Plan**

---

We are looking for approval from the Board of Education to amend our existing 403(b) retirement plan under section 2.7 Non-elective Employer Contributions.

Please see enclosed proposed resolution for consideration.

MEF/kcb

RESOLUTION TO AMEND
THE Darien PS
403(b) RETIREMENT PLAN

WHEREAS, the Darien PS ("District") maintains the Darien PS 403(b) Retirement Plan ("Plan"); and

WHEREAS, the Plan was duly adopted on the ___ day of _____, 20__ by the District's Board of Education ("Board"); and

WHEREAS, the Board desires to restate and amend the Plan as regards section 2.7 Nonelective Employer Contributions;

NOW, THEREFORE, BE IT RESOLVED that section 2.7 Nonelective Employer Contributions of the Plan is hereby restated and amended to read as follows:

**2.7 Nonelective Employer Contributions**
Employer Non-Elective Contributions shall be permitted under the Plan at the discretion of the Employer to certain class(es) of Employee(s), as specified or referenced in the Plan Adoption Agreement and/or consistent with terms and conditions of the Employer's collective bargaining agreement(s), memorandum(s) of agreement, or similar written arrangement.

The Employer shall be solely responsible for determining that a contribution is Non-Elective. Neither The OMNI Group, Inc., nor any recordkeeper, nor any Participating Service Provider, shall have any right or duty to inquire into the amount or appropriateness of any Non-Elective Employer Contribution made by the Employer, the method used in determining the amount of any such contribution, or to collect the same.

BE IT FURTHER RESOLVED that the Plan, as restated and amended is hereby approved and adopted.

IN WITNESS WHEREOF, the District has caused this Resolution and Amendment to be adopted this ____ day of _____, 2016.

Darien PS
By: _____

**DARIEN PUBLIC SCHOOLS**
**Darien, Connecticut**

# P R O P O S E D

# 2017-2018 BUDGET CALENDAR

**2017**

| | |
|---|---|
| **JANUARY 5TH, THURSDAY**<br>**Board of Education**<br>**Meeting Room**<br>**7:30 p.m.** | **Special Board of Education Meeting**<br>**1) Review of 2017-2018 Budget Book Structure and Format**<br><br>**2) Presentation of Superintendent's Proposed Budget for 2017-2018 Including Major Budget Proposals** |
| **JANUARY 7TH, SATURDAY**<br>**Board of Education**<br>**Meeting Room**<br>**8:30 a.m.**<br>**JANUARY 21ST, SATURDAY**<br>**(snow date)** | **Regular Board of Education Meeting**<br>**1) Personnel, Operating and Equipment Proposed Budgets of:**<br><br>**RC 01 Darien High School**<br>**RC 03 Middlesex Middle School**<br>**RCs 05, 07, 08, 09 and 10 - Elementary Schools**<br>**RC 11 Physical Education/Athletics**<br>**RC 12/25 Facilities/Fixed Expenses/ Capital Plan**<br>**RC 13 Music**<br>**RC 14 Art**<br>**RC 21 Library/Media**<br>**RC 15 Technology**<br>**RC 17 Health**<br>**RC 22 Technology Education**<br>**RC 15 Technology**<br>**RC 24 Special Education**<br>**RC 26 Early Learning Program**<br>**RC 19/23 Curriculum/Summer School**<br>**RC 20 Finance**<br>**RC 16 Administration**<br>**RC 18 Personnel/Human Resources** |
| **JANUARY 10TH, TUESDAY**<br><br>**Board of Education**<br>**Meeting Room**<br>**7:30 p.m.** | **Regular Board of Education Meeting**<br><br>**1) Meeting with Board of Finance** |

**JANUARY 24TH, TUESDAY** — **Regular Board of Education Meeting**

**Board of Education**
**Meeting Room**
**7:30 p.m.**

1) **Meeting with RTM Education and Finance & Budget Committees**
2) **Unfinished Business on 2017-2018 Proposed Budget**
3) **Board of Education Discussion of Budget Modifications under consideration**

**JANUARY 31ST, TUESDAY** — **Special Board of Education Meeting**

**Town Hall**
**Auditorium**
**7:00 p.m.**

1) **Public Hearing on 2017-2018 Proposed Budget**
2) **Final Budget Review as needed**

**FEBRUARY 14TH, TUESDAY** — **Regular Board of Education Meeting**

**Board of Education**
**Meeting Room**
**7:30 p.m.**

1) **Approval of 2017-2018 Board of Education Budget**

**NOTE: School Winter Break February 16th through February 21st**

**FEBRUARY 28TH, TUESDAY** — **Regular Board of Education Meeting**

**Board of Education**
**Meeting Room**
**7:30 p.m.**

**MARCH 7TH, TUESDAY**

**Town Hall Room 206**
**7:30 p.m.**

**LEGAL DATE: Board of Finance meeting at which 2017-2018 Board of Education Recommended Budget is submitted.**

**MARCH**
**(during the 2nd week of March)**

**LEGAL DATE: Publication of 2017-2018 Recommended Budget in Newspapers.**

**MARCH 14TH, TUESDAY**
**Town Hall**
**Auditorium**
**7:30 p.m.**

**LEGAL DATE: Board of Finance Public Hearing on Budget**

**MARCH 15TH , WEDNESDAY** — **Regular Board of Education meeting**
**Board of Education (Wed., March 15th instead of Tuesday, March 14th)**
**Meeting Room**
**7:30 p.m.**

**MARCH 18TH, SATURDAY** **Tour of Schools -- starting in MIDDLESEX ROTUNDA**
**8:00 a.m. to approx. 11:30 a.m.**

**MARCH 28TH, TUESDAY** **Regular Board of Education meeting**

**Board of Education** **Update on Projected Elementary Enrollment;**
**Meeting Room** **Recommendation to the Board on any Budget Changes**
**7:30 p.m.**

**March , , (exact date(s) to be confirmed by Board of Finance)**
**Town Hall**
**Conference Room 206** **Board of Finance - Work Session with Board of Education**
**7:30 p.m.** **Review Board of Education Budget.**

**APRIL TH, TUESDAY** **Board of Finance – Preliminary Vote on Budget**
**Town Hall**
**Conference Room 206**
**7:30 p.m.**

**APRIL TH, THURSDAY** **Board of Finance – Final Vote on Budget**
**(on or before the 3rd Tuesday in April) and set Mill Rate**
**Town Hall**
**Conference Room 206**
**7:30 p.m.**

**NOTE: School Spring Break April 10th through 14th**

**APRIL** **LEGAL DATE: Board of Finance filing of**
**(By the 3rd Tues. in April)**** **2017-2018 Town Appropriations and Tax Rate with Town Clerk.**

**MAY 8TH, MONDAY** **LEGAL DATE: RTM Approval of 2017-2018**
**Town of Darien Budget.**

**Town Hall**
**Auditorium**
**8:00 p.m.**

9/28/16

**PERSONNEL ACTION REPORT**

**October 4, 2016**

| Item | Name | Action | Replacing/Location/Position | Effective Date | | Tenure Area | Certification Class/Step |
|---|---|---|---|---|---|---|---|
| | | | | From | To | | |
| 1 | Lauren Secko | Appointment | New Position/Hindley/ Special Education Paraprofessional | 9/22/2016 | 6/30/2017 | NA | |